



CAMDEBOO MUNICIPALITY

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Camdeboo Municipality

Annual Report 2008



FOREWORD

This Annual Performance Report has been compiled according to Section 121 of the Municipal Finance Management Act 2003 (Act No. 56 of 2003) that provides that;

“Every municipality must for each financial year prepare an Annual Report and that the Council of a municipality must within nine (9) months after the end of that Financial Year deal with the Annual Report of the municipality in accordance with Section 129.”

Council and its employees have a great pleasure in presenting this Annual Performance Report on their activities of the Camdeboo Municipality for the year ended 30 June 2008 to the Audit Committee; Oversight Committee; Government Institutions; SALGA and the entire community of the Camdeboo. All the particulars presented include those required by law.

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BRIEF REPORT

FOREWORD TO ANNUAL REPORT 2008

Ladies and Gentlemen,

Allow me to write this foreword to you. Historically Local Government was entrusted to Service Delivery that was restricted to supplying services, sanitation and Refuse Removal.

Currently Local Government is also expected to create circumstances conducive for Local Economic Development wherein people can prosper and a better life for all is created.

In both instances Camdeboo Municipality had made progress and achieved huge successes, making it one of the best Municipalities in the Province. Amidst all these we still have a backlog in housing delivery and although funds have been earmarked it hasn't been allocated as yet, but we hope that this will be sorted by the Provincial Government - as soon as feasible.

Economic opportunities that are coming our way include the Karoo development conference and trade fair, and international mohair summit, the development of a khoisan cultural village and heritage route and the successful progress of the Camdeboo bream aquaculture project. The PDI sector is starting to benefit from BEE activities, for instance, the Small Farmers and those entering the Hospitality and Construction Industries.

In all these activities I can say that the funds government allocated to us and grants given to us are well-spent, even our MIG-funds are spent effectively and efficiently.

Amidst all these we can say that poverty levels in our Municipality stay high and some people are struggling to pay their rates and taxes making our arrears to be collected from the people very big.

In conclusion I want to say that we are hopeful and if we keep on and do not get disheartened we will certainly reap the fruits of our diligence. I also want to thank the Municipal Manager; the CFO and all other Managers for the competent manner in which they perform their duties.

Keep up the Good Work.

Viva !Xamdeboo Viva

D. JAPTHA
MAYOR



INTRODUCTION

Camdeboo Municipality (EC101) incorporates Aberdeen, Graaff-Reinet (seat) and Nieu- Bethesda. It has a total population of approximately 54 000 inhabitants.

VISION

Camdeboo Municipality strives to ensure the development and participation of all its inhabitants within an economically viable and sustainable environment, where equal opportunities are promoted. Poverty is uprooted and services provided at an affordable cost within a crime free, healthy, environmentally friendly and well managed administration.

HIGHLIGHTS

- Second position in the 2008 Provincial Vuna Awards Competition.
- Completion of the restructuring of our institution.
- Visit to Winterswijk by three Councillors and two officials regarding the Social Housing Scheme.
- R 1 000 000,00 utilised from the Housing Development Fund for fallen and dilapidated houses.
- Acquisition of Bokpos farm in Aberdeen with the assistance of the Department of Land Affairs.
- Visit by the Honourable Mayor to the United States of America.
- Process of developing the Fonteinbos Nature Reserve.
- Visit by four members of the Provincial Legislature to ascertain the general performance of our institution.
- Completion of a MIG project in Umasizakhe.
- Aloe Project and the process of revitalizing the Agave Distillery.
- World Aids Day; Switching on of the Festive lights as well as celebrating other National days.
- District Youth Day held at the South African Police Training Institution.
- Establishment of Agricultural Economic Development project by the community of Nieu-Bethesda.
- Establishment of a new dumping site in Aberdeen.
- Appointment of additional Community Development Workers for Ward 3; 4 and 5.
- Extensions to the Water Treatment Works plant.
- Construction of a new 5ml water reservoir at the Auret's Camp.
- Official handing over of the Norwich Taxi Rank in Narsing Street.
- Commencement of the process of developing an LED Strategy Plan.
- Obtaining an unqualified Audit Report, although there are some grey areas that must be attended to.

MUNICIPAL MANAGER'S REPORT 2007/2008

COMPOSITION OF COUNCIL SINCE 1 MARCH 2006

Mr. D. Japtha (PR) (ANC) Mayor/Speaker
Mr. V.G. Jacobs (Ward 1) (ANC): Chief Whip
Mr. S.J. Mbotya (PR) (ANC)
Miss. M. Jacobs (PR) (ANC)
Miss. A. Booysen (Ward 6) (ANC)
Miss. K. Hoffman (Ward 3) (ANC)
Mr. C. Abels (Ward 4) (ANC)
Mr. I. Reid (Ward 5) (ANC)
Mr. T.J.C. Eksteen (PR) (DA): Chief Whip
Mr. M. Block (PR) (DA)
Mr. A.R. Knott-Craig (Ward 2) (DA)



Miss. A. Booysen



Mr. M. Block

PORTFOLIO COMMITTEES

(a) INFRASTRUCTURE AND TECHNICAL SERVICES

Miss. K. Hoffman - Chairperson
Mr. S.J. Mbotya
Miss. A. Booysen
Mr. M. Block
Mr. V.G. Jacobs
Mr. D. Japtha (Mayor/Speaker) Ex-officio



Miss. A. Booysen



Mr. M. Block

(b) FINANCE AND HUMAN RESOURCE

Mr. I. Reid - Chairperson
Miss. M. Jacobs
Mr. T.J.C. Eksteen
Mr. V.G. Jacobs
Miss. A. Booysen
Mr. D. Japtha (Mayor/Speaker) Ex-officio



Miss. A. Booysen

(c) COMMUNITY AND SOCIAL SERVICES COMMITTEE

Mr. C. Abels (Chairperson)
Miss M. Jacobs
Miss. K. Hoffman
Mr. M. Block
Mr. I. Reid
Mr. D. Japtha (Mayor/Speaker) Ex-officio



Mr. M. Block

OTHER COMMITTEES AND FORUMS

There are several other committees and forums of Council with different roles and responsibilities.

TOP MANAGEMENT

Mr. M.G. Langbooi - Municipal Manager
Mr. A.D. Grimbeek - Finance Manager (until 30 April 2008)
Miss. Z.V. Kali - Acting Administration Manager
Mr. C.V. Rhooide - Manager: Community Services
Mr. J.J. Krige - Manager: Health Services
Mr. M.P. Minnie - Manager: Electrical Services
Mr. A.H. Greyling - Acting Manager Technical Services

STAFF ESTABLISHMENT

According to our 2008 records, at the commencement of the Financial Year there were 288 employees. There were 223 males and 65 females, which indicated that the institution needs to adhere strictly to both the Gender and Employment Equity Plans, when appointing new staff.

Both the Health Services and Technical Services departments had to be granted permission by Council to employ casual workers on a three-month rotational basis so that they can meet the set delivery standards and timeframes.

Due to the restructuring process, Council placed a moratorium on the filling vacant posts until the whole process was completed at the end of April. The new organogram with new posts and remuneration levels were approved by Council and implemented with effect from 1 May 2008. Approximately 97 % of the employees were satisfied with the placements, but those who had complaints/grievances, they were attended to by the appointed Service Provider.

Council then mandated the Municipal Manager and other Senior Management officials to go ahead with the filling of the vacant positions. We shall only be able to report more regarding the filling of the vacant positions in the 2009 Annual Report.

Once again our institution managed to finish the year on a satisfactory level due to the commitment of Councillors and the employees in attempting to improve the quality of the lives of the people of our area. A healthy relationship prevailed between both the employer's and employees' organizations as a result no man hours were lost due to industrial actions or other forms of disputes/actions.

The Local Labour Forum managed to a certain extent to maintain a common understanding amongst the institutional organizations.

BRIEF DEPARTMENTAL REPORTS

(a) ADMINISTRATION

This department managed to render the necessary support services to Council and the entire institution, although sometimes under very difficult circumstances. All the meetings that were scheduled according to the Year Planner did take place, although in some instances they had to be re-scheduled due to unforeseen circumstances or activities that had to be accommodated.

The department also continued to render support services to other sub-committees; such as the Commonage Management Committee; Audit Committee; etcetera. With continuous and ever-increasing presence being exerted by people who want houses, Council utilized the services of a consultant to develop a Spatial Development Framework Plan that identified suitable areas for human settlement. The plan needs to be reviewed and aligned to the IDP.

The attendance of meetings by Councillors was satisfactory. Portfolio Councillors and the employees attended various meetings; workshops; trainings; conferences and seminars, but not all reports were submitted by the attendees.

(b) PROTECTION SERVICES

This department is mainly responsible for general law enforcement and traffic control; the fire section and disaster management. Council has identified a post for a law enforcement officer who will be solely responsible for the implementation of the newly promulgated by-laws together with the trained Peace Officers.

At the time of compiling this report, the post of the Law Enforcement Officer (By-laws) was still vacant but classified as one of the critical posts that must be filled as soon as feasible. It continues to test motorvehicles for roadworthiness; examining candidates for learners' and drivers' licences; conversion of drivers' licences; painting of roadmarkings and the erection of road signs.

(c) ELECTRICAL SERVICES

This department is mainly responsible for the provision of electricity in the entire area as well as the surrounding farms. It also assisted the neighbouring municipalities whenever they experienced huge electrical problems, at cost.

The department managed to implement all the capital projects that were budgeted for; for the upgrading of overhead powerlines; provision of area lights; provision and maintenance of floodlights on sportfields; future lights; attend to vandalized street lights; roll-out of free basic electricity; the refurbishment of substation buildings; upgrading of the Jansenville powerline, new fencing at the main substation yard, to provide more prepaid vending sales points where needs exist and upgraded Radio 2000.

(d) HEALTH SERVICES

This department is composed of two sections; namely, Primary Health Care and Environmental Health care. The primary health care is responsible for the rendering of health care services at the five clinics in our area. The environmental health section is mainly responsible for monitoring of the water sources especially the quality; implementation of health legislation and relevant by-laws; prevention of disease outbreaks and the control of vectors; monitoring and control of pests as well as the promotion of health education.

(e) INFRASTRUCTURE & TECHNICAL SERVICES

The department is responsible for civil engineering services such as the construction and maintenance of roads; construction and maintenance of stormwater drainage system; provision of quality water; the waterborne sewerage system; cleaning of streets, maintenance of parks and other recreational facilities; building plans and inspection of contributions works; construction and maintenance of pavements; irrigation and maintenance of trees as well as other relevant infrastructural development.

Due to the health condition of Mr. Kheka, Council through the advice of the Municipal Manager and the Heads of Departments, resolved that Mr. Kheka be relieved from the Acting position and be replaced temporarily by the PMU Officer, Mr.A.H. Greyling, until the post has been filled.

(f) TREASURY

The department is mainly responsible for the general management of the finances as well as to monitor and control the expenditure and income of the departments. The main activities of the Treasury Department are the compilation of the annual budget; budgetary control; monthly financial reports; adjustments budgets; financial statements; banker reconciliation; accounts; payment of creditors; salaries and wages; metre readings and processing of accounts; management and control of stores; debt management; assets management; supply chain management and fleet management.

The Employment Contract of the Chief Financial Officer, Mr. A.D. Grimbeek ended on 30 April 2008 and Council resolved not to renew or extend the contract. Council furthermore resolved that the post be advertised as soon as the appointment of a Municipal Manager has been finalized. From the 1 May until 30 June 2008, the Municipal Manager and the Expenditure Accountant, Mrs. N. Dekker were responsible for the management and control of the daily activities/functions of the department. The two Senior Officials and other officials, with the assistance of Council managed to render a satisfactory service. The various monthly and quarterly reports were submitted on time to the various responsible institution, except the monthly Financial Reports that were very difficult and complicated to generate.

What is of great serious concern is the total amount of arrears that stood at approximately 19 million rands as at the end of June. In this regard the Credit Control Policy was implemented and strictly adhered to by the Department. Both Councillors and Officials must seriously work together to come

up with a plan that will assist in collecting all outstanding monies that are due to the municipality. It needs to be mentioned that there has been a great improvement with respect to the Government Arrears. The IGG subsidy is available for all the poor households that cannot afford to pay their municipal accounts. There is a criteria that is being used when applications for the subsidy are being considered for qualification purposes. There is no mercy for all the household owners who can afford to pay but fail to do so. A serious appeal is being made to those defaulters to bring their accounts up to date or to visit the Revenue Accountants office in order for to make the necessary payment arrangements. Failure to do so, when a final demand has been issued, the account that is in arrears will be handed over to Council's attorneys to take legal action.

In conclusion, this department also assists with internal audit control; providing the Audit Committee with relevant information or data; risk management and also the annual audit reports. With stringent financial controls and adherences to fiscal legislation, this department has managed to control the finances according to the required accounting standards.

INTEGRATED DEVELOPMENT PLAN

The five-year plan for the period 2007 to 2012 was completed and approved by Council in May this year. All the relevant stakeholders were invited to participate in the whole process; that is, in the Steering Committee and the Representatives Forum.

The process consists of five phases; namely; the analysis; strategies; projects; integration and approval phases. Council approved the Integrated Budget and IDP Process Plan that guided both Council and stakeholders throughout the process. The IDP can only be implemented with a Budget and therefore it is of paramount importance that the projects appearing in the IDP are linked to a secure funding stream. Once again an amount of R 50 000,00 was received from Cacadu District Municipality for to undertake the whole process.

ECONOMIC DEVELOPMENT

This section of our institution is tasked with the social upliftment and economic empowerment of the local people and is aligned to the Provincial Growth and Development Plan of Province; strategies, initiatives and programmes are intended to be people focused and people-centred. The unemployment rate in our entire area was still above 50 % because there are no big industries that can provide permanent job opportunities. Our main economic activities are agriculture and tourism, the latter being the most important economic tool that injects financial benefit(s) to our local economy.

Council continues to play a supportive role in assisting some organizations or groups to access funding for their economic development projects. The local people are being encouraged and motivated to come up with initiatives that can play a significant role in developing our entire area economically. This will assist in reducing the unemployment and ultimately the poverty levels.

SPATIAL DEVELOPMENT FRAMEWORK PLAN

Council engaged the services of Urban Dynamics, the consultants based in Port Elizabeth to develop a Spatial Development Framework Plan for the entire area. Consultation processes took place as scheduled and the draft plan was submitted to Council on 14 December 2006, for consideration and approval. However, the auditors discovered that the plan was not properly aligned to the Integrated Development Plan and that this needs to be addressed during the 2008 Financial Year. Unfortunately due to the budgetary constraints the SDF Plan could not be reviewed as resolved by Council. Funds have been requested from the Department of Local Government and Traditional Affairs for to carry out this exercise.

DROUGHT RELIEF FUND

Our institution continued to receive financial assistance from the Department of Water Affairs and Forestry to rehabilitate our boreholes as well as to ensure that we continue to supply water without any serious disruptions and shortage of water.

SUPPLY CHAIN MANAGEMENT

Both the Bid Evaluation and Adjudication Committees performed their duties according to the provisions of the Municipal Finance Management Act. No Councillors participated in the procurement processes as they are prohibited to do so by the Act. Also no Councillor or official benefited directly or indirectly from the tenders. When final reports were submitted to Council they were clearly marked "for information", although Council had an opportunity to interrogate each process to ensure that the provisions of the Act were adhered to by the responsible officials.

Monthly and quarterly reports were submitted to the National Treasury in the prescribed format. No queries were received from the said department. The procurement process of asking for quotations was amended to ensure that there were no loopholes in the whole process.

In addition, all MFMA monthly and quarterly reports were submitted to both the National and Provincial Treasury. With the establishment of the Regional Office in Port Elizabeth there were some serious problems at the beginning, but we managed to solve them in an amicable manner.

Our Treasury Department as well as other departments need to be commended for the efficient and effective manner in which they compiled their reports for submission to Council because no complaints or disputes were experienced during this financial year. There are several senior officials and other employees who attended training workshops regarding the implementation of this policy. We intend to make sure that all the employees who are involved in the handling of tenders and quotations are well equipped with the necessary skills of implementing the policy.

BY-LAWS

On 11 December 2006 the new by-laws were promulgated in the Provincial Gazette and the applicable fees for contravention of any of the by-laws were determined by a local magistrate. The major obstacle is still the implementation of the by-laws, because the Peace Officers who are trained are all municipal employees. Council has identified a post of a Law Enforcement Officer (By-laws) to whom the Peace Officers will directly report. This is a very critical and urgent matter that needs to be tackled and finalized as soon as feasible to deal with any lawlessness that may occur.

RISK MANAGEMENT

Cacadu District Municipality took the initiative of requesting local municipalities under its jurisdiction to share the services/exercise with them. PriceWaterhouseCoopers was appointed to facilitate the process and conduct the necessary training. Through this process we managed to be equipped with the proper skills of identifying all risk areas as well as the mechanisms of dealing with them. On a quarterly basis the Management Team met in order to implement the strategies of preventing theft; fraud and corruption. This is not a once-off exercise because it must be implemented by all the departments on a regular basis; under the guidelines and leadership of the Acting Municipal Manager and Council. All municipal vehicles were allocated logbooks as well as a copy of the Municipal Vehicle Policy. The Managers were requested to make sure that only vehicles for standby duties were authorized to operate after hours. The Community and Safety Services department was requested to issue each vehicle with a clearly marked sticker for community members to report any wrongdoing by an operator or driver by dialling the provided contact number. This department is still in the process of finalizing this arrangement and precautionary measure.

INTERNAL AUDIT

This service is being shared with Cacadu District Municipality until Council has appointed its own Internal Auditor, in the near future. No provision has been made on the present organogram. PricewaterhouseCoopers are the Consultants who have been contracted to carry out this exercise on a quarterly basis. During the commencement of this exercise, we perceived it as a duplication of the auditing process that is being conducted by the external auditors; that is, the Auditor-General's office, but that perception has gradually now. The project control reports from the Consultants are being submitted to the Audit Committee for further deliberations and clarities, and the final report is submitted to Council, for consideration and approval.

AUDIT COMMITTEE

The first Audit Committee was established on 17 March 2005 and has three Chartered Accountants serving on it under the chairpersonship of Professor D. Rosenberg from the Nelson Mandela Metropolitan University. They are being remunerated from the funds that were contributed by all participating local municipalities that fall under our cluster. Several quarterly meetings have been held at each of the member municipalities in our cluster and all the recommendations and findings

were submitted in a form of a report to Council. In some instances the Chartered Accountants were invited by Council to provide more clarities and for more guidance purposes. The annual audit reports are also referred to this Committee for thorough debates and clarities from the Auditor General's before a report with recommendations and areas that need to be addressed are tabled at a Council meeting. The Council meeting where the final audit report is being tabled was advertised for 21 days for members of the public to attend. It needs to be reported that the attendance by members of the public was notably low and needs to be improved.

GENERAL PERFORMANCES

The majority of the departments managed to complete their Capital projects within the stipulated timeframes, except the Technical Services department that could not implement all its Capital projects. Due to the failure by this department to carry out all its mandates, it was resolved by Council that a Technical Consultant be appointed to handle all the MIG projects that have been approved. Since the appointment of this incumbent as the head of the PMU office, there has been a tremendous improvement in our service delivery. All the MIG projects for the next three financial years have already been registered and technical designs have already been called for.

The Treasury Department, although it had a serious staff shortage, managed to render its services in an acceptable and satisfactory manner. The Manager and his staff need to be commended for the essential work that they have rendered during this year by ensuring that all other departments adhere to their budgets. The three interns have fitted well in the operations of this department and can be a valuable asset to our institution in addressing the critical shortage of staff. It must be acted that the set targets and objectives cannot be easily achieved by any department if it does not have sufficient suitably qualified staff. The other departments need also to be praised for the wonderful services they have rendered during the course of this year.

We need to urge and also appeal to our communities to be environmentally friendly and stop littering at random. All households have been issued with refuse bins and the refuse is being collected regularly according to the schedules. The Ward Councillors need to preach this and inject it in the minds of the people who reside in their constituencies or wards. The response time taken by the employees regarding reported problems and complaints needs to be applauded; although there is still room for more improvement pertaining to the performance standards. Our Fire Section employees respond to fire calls promptly but their activities at the scene are being hindered by bad elements who always threaten them. This bad attitude needs to be condemned with the strongest possible terms it deserves. The paramount duties of the fire officers at the scene is to save property and lives that may be lost. The daily planning of the Technical Services department needs to be streamlined and not to allow municipal vehicles to be driven randomly. All employees need to be at their workplaces at the commencement of the business time; that is, at 07h30, to avoid any loittering and laziness by some employees.

We need to adopt the motto that says; "Less talk, more work", so that our communities can get

the real value for their money. Basically, when we render our services to the communities we all need to have the “Batho Pele” principles in our minds. Happy communities are those who are pleased with the delivery standards of the authorities in charge. We need to have a cordial and healthy relationship with our communities because they are paying for the services they get.

APPRECIATION

Once again I would like to thank Council, the Senior Managers and their support staff for the quality services that they have rendered during this year. To the local citizens, without your support and healthy relationship we would not have managed to obtain those remarkable achievements.

The supportive role of the various National and Provincial departments; in different forms, need to be commended for their continuing support during this year. Cacadu District Municipality and the South African Local Government Association, please keep on playing that developmental facilitation role and support to our entire institution. Our valuable partnership needs to be focused at improving the quality of the lives of our people so that ultimately we can have a happy nation, to a certain extent, in the long-term.

To the employees who have obtained the pensionable age and those who resigned due to various reasons, we thank you for the contribution you have made. Also to the families and relatives of the employees who passed away during this financial year, we really appreciated their contributions and may their souls rest in peace. Finally, SAMWU and IMATU thank you for your co-operation and by operating within the provision of the Organisational Rights Agreement, although in some occasions there were problems regarding the interpretation of the applicable legislation; rules and regulations. The role that you have played during this year in maintaining sound and healthy labour relations is being noted and commended.

In conclusion, I would like to acknowledge and thank all our residents; Government Institutions; SALGA as well as the Camdeboo Council of Churches for being patient and working with us in addressing service delivery challenges, especially the rectification programme in Umasizakhe and Aberdeen that will enable the rightful house owners to be issued with title deeds. Furthermore we would like to thank all those who participated in our Imbizos; IDP processes as well as when we were celebrating some of the National days. Last but not least, the Honourable Mayor; Councillors and my Secretary, Miss. E. Daniels and all the employees for their wonderful support and assistance throughout the year, sometimes under very difficult and trying situations, but we all managed to satisfy our people to a certain extent. May you all continue to do so in all the years to come.

Together we build.

I thank you.

M.G. LANGBOOI
MUNICIPAL MANAGER



ADMINISTRATION DEPARTMENT: ANNUAL REPORT: 2008

This department is responsible for all administrative duties/services in the municipal area of Camdeboo Municipality (Aberdeen & Nieu-Bethesda).



1 . STAFF ESTABLISHMENT

The Camdeboo Municipality consists of the following departments with a staff component of 302 employees.

There are six departments, namely;

1.1. Technical Services Department

The breakdown of personnel is as follows:

	MALES	FEMALES	AFRICAN MALES	COLOURED MALES	WHITE MALES	AFRICAN FEMALES	COLOURED FEMALES
Graaff-Reinet	62	1	23	38	1	1	-
Aberdeen	9	-	2	7	-	-	-
Nieu-Bethesda	3	-	1	2	-	-	-
Total Camdeboo	74	1	26	47	1	1	-

TOTAL WORKFORCE = 75

1.2. Electrical Services Department

	MALES	FEMALES	AFRICAN MALES	COLOURED MALES	WHITE MALES	AFRICAN FEMALES	WHITE FEMALES	COLOURED FEMALES
Graaff-Reinet	16	1	4	8	4	-	-	1
Aberdeen	2	-	-	2	-	-	-	-
Nieu-Bethesda	-	-	-	-	-	-	-	-
Total Camdeboo	18	1	4	10	4	-	-	1

TOTAL WORKFORCE = 19

1.3. Finance Department

	MALES	FEMALES	AFRICAN MALES	COLOURED MALES	WHITE MALES	AFRICAN FEMALES	WHITE FEMALES	COLOURED FEMALES
Graaff-Reinet	7	10	-	6	1	3	5	2
Aberdeen	3	1	-	3	-	-	1	-
Nieu-Bethesda	-	-	-	-	-	-	-	-
Total Camdeboo	10	11	-	9	1	3	6	2

TOTAL WORKFORCE = 21

1.4. Community Safety Services Department

	MALES	FEMALES	AFRICAN MALES	COLOURED MALES	WHITE MALES	AFRICAN FEMALES	WHITE FEMALES	COLOURED FEMALES
Graaff-Reinet	5	2	1	4	-	-	-	2
Aberdeen	-	-	-	-	-	-	-	-
Nieu-Bethesda	-	-	-	-	-	-	-	-
Total Camdeboo	5	2	1	4	-	-	-	2

TOTAL WORKFORCE = 7

1.5. Health Services Department

	MALES	FEMALES	AFRICAN MALES	COLOURED MALES	WHITE MALES	AFRICAN FEMALES	WHITE FEMALES	COLOURED FEMALES
Graaff-Reinet	66	14	14	50	2	5	2	7
Aberdeen	16	9	2	14	-	3	-	6
Nieu-Bethesda	-	-	-	-	-	-	-	-
Total Camdeboo	82	23	16	64	2	8	2	12

TOTAL WORKFORCE = 105

1.6. Administration Department

The Administration department consists of 38 employees and with various sections such as;

Public Libraries, Community Halls; Registration Office; Housing Unit.

	MALES	FEMALES	AFRICAN MALES	COLOURED MALES	WHITE MALES	AFRICAN FEMALES	WHITE FEMALES	COLOURED FEMALES
Graaff-Reinet	14	18	4	10	-	6	5	7
Aberdeen	1	3	-	1	-	2	1	-
Nieu-Bethesda	1	1	1	-	-	-	-	1
Total Camdeboo	16	22	5	11	-	8	6	8

2 . HOUSING

Housing is one of the biggest challenges faced by Camdeboo Municipality, due to the fact that there is a rapid backlog in our area and the ever increasing number of informal settlements (shacks) in our communities.

The Housing Sector Plan is also in place but will be adopted by Council in due course. The

Aberdeen Housing project has been successfully completed, the last outstanding 40 houses which 16 of them was vandalized. During the abovementioned financial year, with financial assistance from Council's own finances and the Department of Housing,

Local Government and Traditional Affairs the following houses have been built in our area:

- 40 Rectification Programme (Graaff-Reinet)
- 3 Rectification Programme (Aberdeen);
- 244 houses in Umasizakhe

3 . ORGANOGRAM

Advocate Van den Berg has been appointed by Council through the assistance of the Municipal Support Programme to review the present organogram, develop Human Resources Policies and the Performance Management System.

The organogram has been reviewed and was adopted by Council on 23 April 2008. All vacant budgeted posts were advertised and will be filled as soon as feasible.

4 . VACANT POSTS

All vacant budgeted post in the administration department has been advertised will be filled by Council in due course.

5 . EMPLOYMENT EQUITY PLAN AND AFFIRMATIVE ACTION

These tools are used by Council and Unions when making appointments of staff. Annual reports are submitted to the Department of Labour at the end of October.

6. TRAINING

Numerous employees from the various departments received training on various fields in order to improve their skills and contribute towards service delivery.

7 . LOCAL LABOUR FORUM

This structure is in place and is functioning satisfactorily. The forum grants a platform to the Unions to make contribution to Council regarding human resource related matters.

8 . SAFETY REPRESENTATIVE COMMITTEE

According to the Occupational Health Safety Act, this structure must be established in all Municipalities.

During this Financial Year the Committee did not really meet to perform their duties, although there were few injuries on duty. All the institutional departments are supposed to be fully represented on this Committee.

9 . GENERAL

The Administration Department has a MunAdmin Computer Software Program of which we have started scanning the minutes/agenda to the new system and all the Municipal Offices have been linked to the system except Nieu-Bethesda Unit.

The Administration Department make use of the MunAdmin Computer Program to manage and administrate it's documents and records electronically, including the managing of Council Resolutions through the resolution flow and incoming correspondence through the work flow.

An amount of R300 000, 00 has been received from the Department of Housing, Local Government & Traditional Affairs for upgrading the ICT in the whole Camdeboo.

The libraries has received funding from Cacadu District Municipality in the amount of R 227 000.00 for purchasing chairs, drawers, industrial polishers and vacuum cleaners, repair/maintenance of buildings and purchase of books for Camdeboo Municipality.

Yours faithfully

MISS. Z.V. KALI
ACTING MANAGER ADMINISTRATION



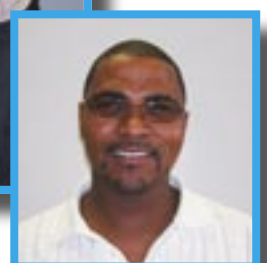
Nieu Bethesda staff members



Some of the administration staff



Aberdeen staff members



Mr. C. Kombani
(Senior Administrative Officer - Aberdeen)



CAMDEBOO MUNICIPALITY
ORGANISATIONAL STRUCTURE [ORGANOGRAM]

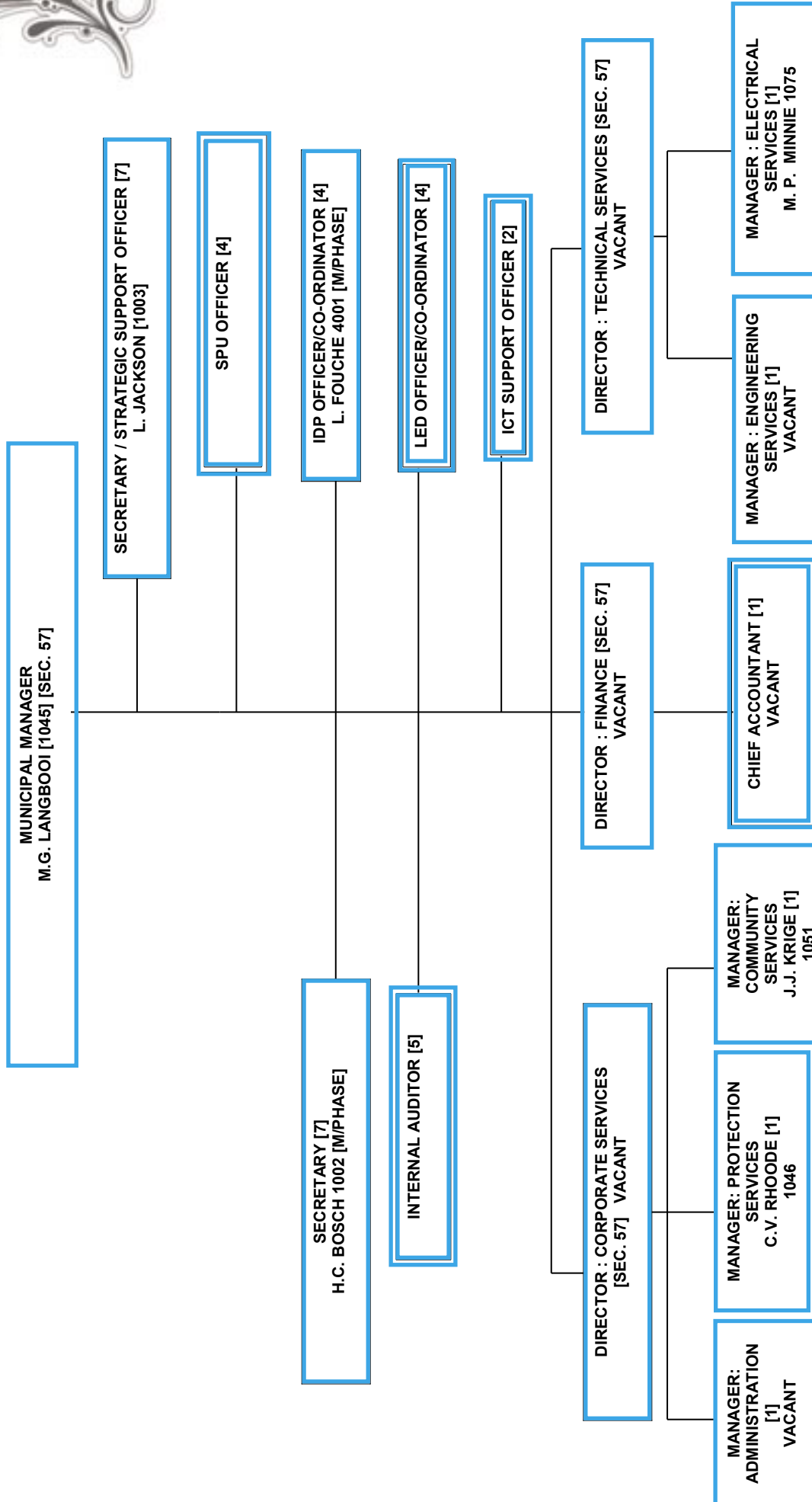
APPROVED BY THE COUNCIL ON 30 APRIL 2008

- NB : [i] POSTS HATCHED WITH A DOUBLE LINE ARE PROPOSED FUTURE POSTS
[ii] THE NUMBER CONTAINED IN BRACKETS ADJACENT TO A POST INDICATES POST LEVEL
[iii] THE NUMBER ADJACENT TO OR BELOW A NAME INDICATES STAFF NUMBER
[iv] THE EC NUMBER INDICATES THE BARGAINING COUNCIL POST EVALUATION REFERENCE NUMBER

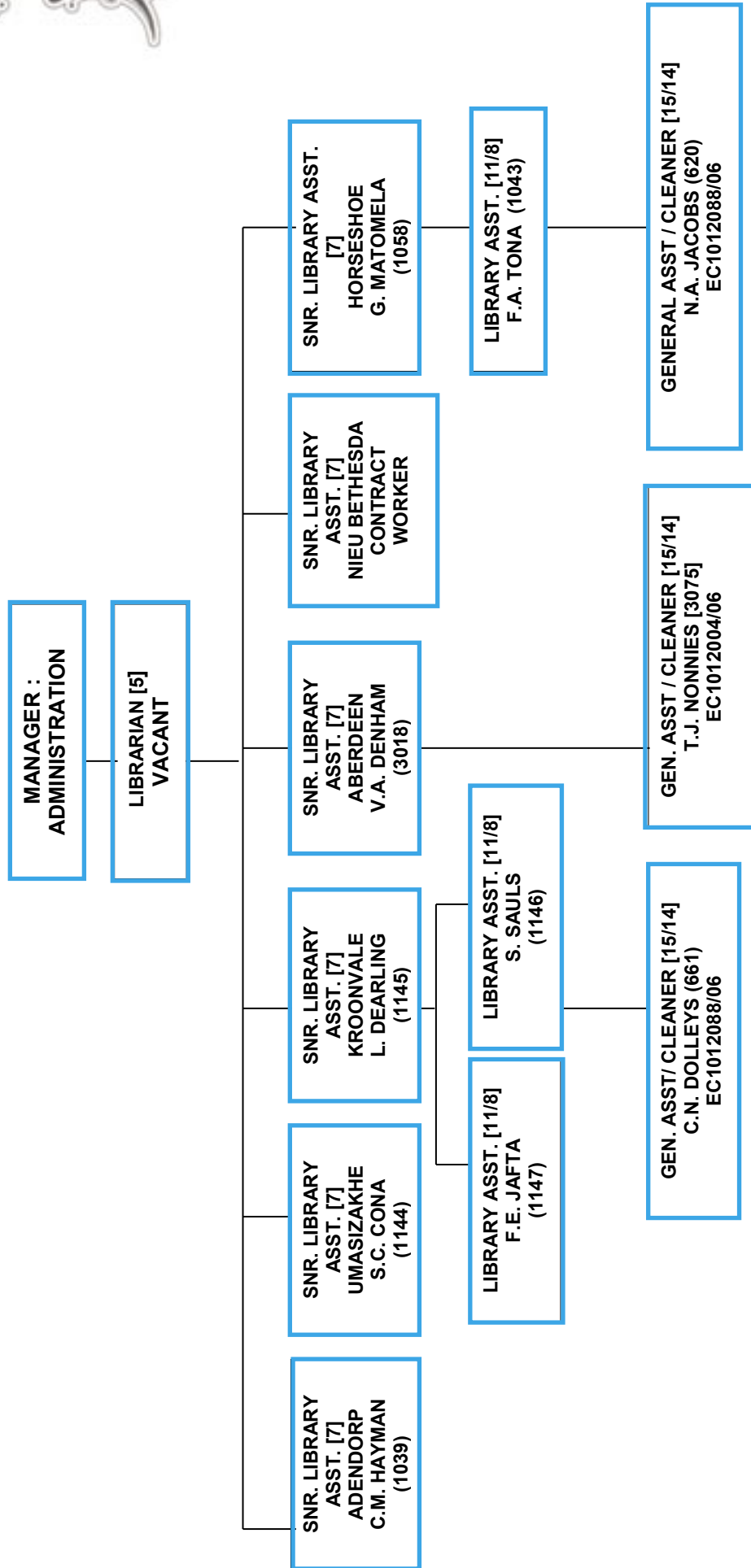
APPROVED BY MUNICIPAL MANAGER IN TERMS OF § 66 OF THE MUNICIPAL SYSTEMS ACT NO. 32 OF 2000.
EFFECTIVE FROM 1 MAY 2008.

M.G. LANGBOOI
MUNICIPAL MANAGER
20 MAY 2008

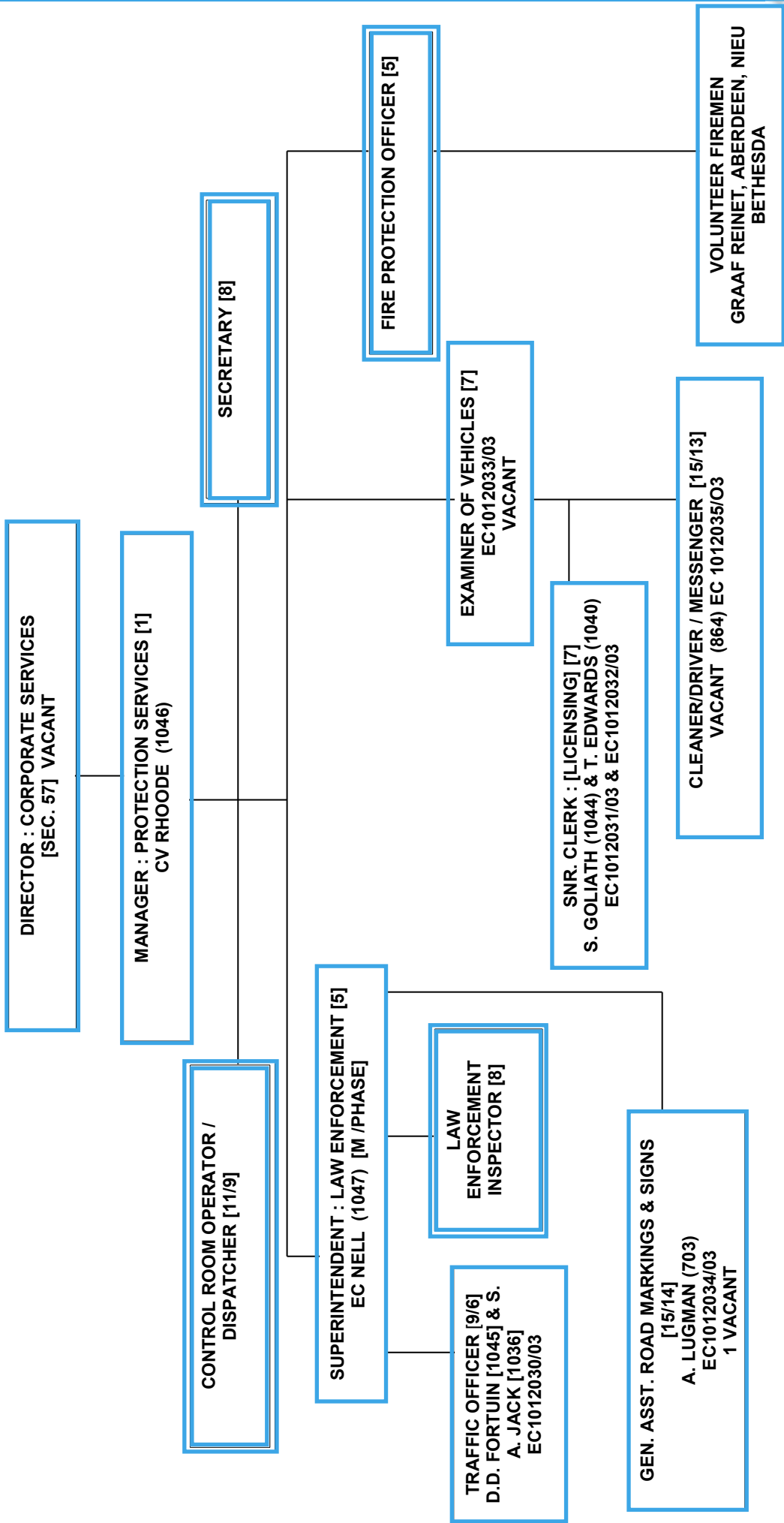
ORGANOGRAM OF CAMDEBOO MUNICIPALITY : 30 APRIL 2008



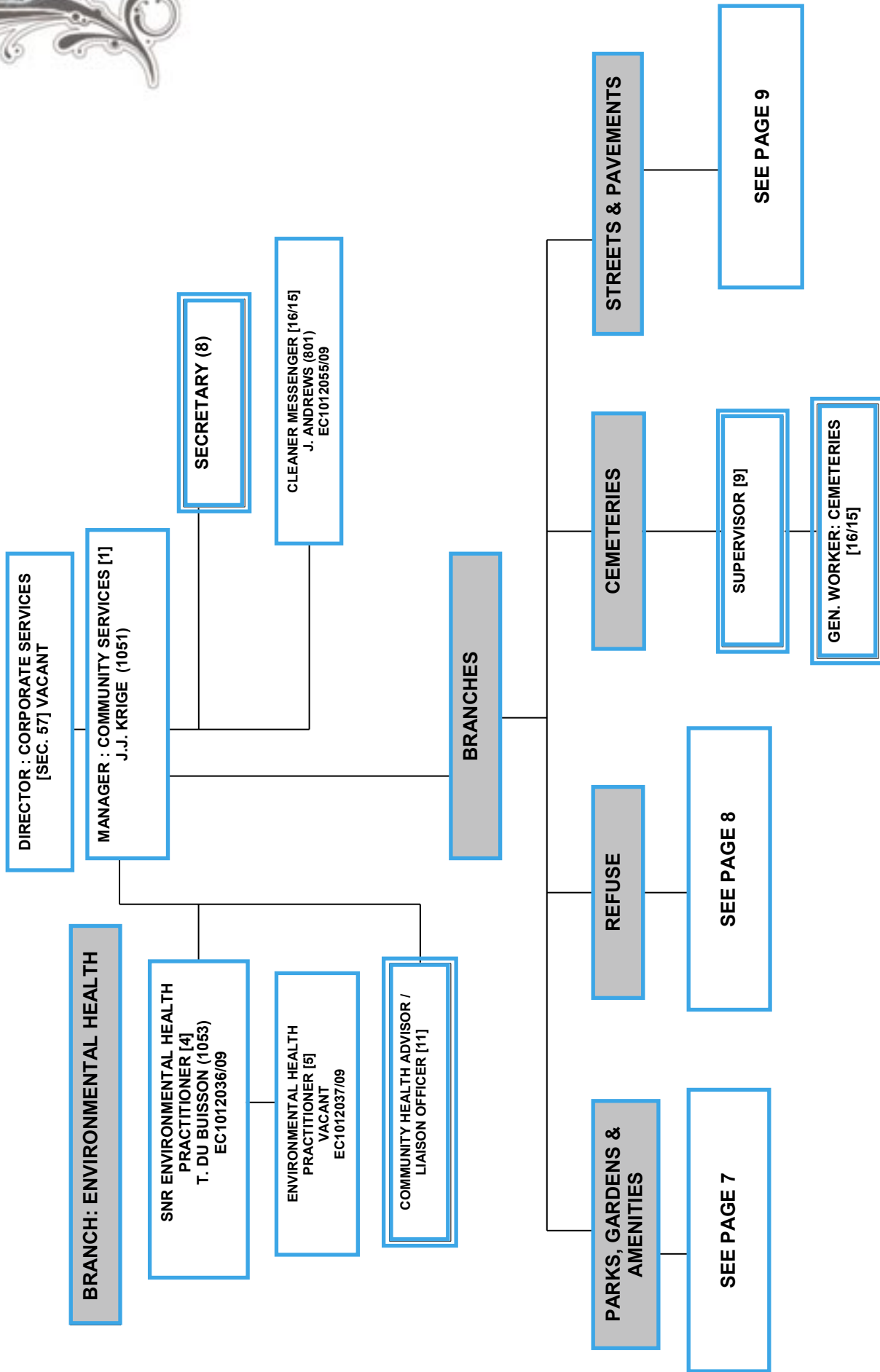
ORGANOGRAM – CORPORATE SERVICES DIRECTORATE – DIVISION LIBRARY SERVICES



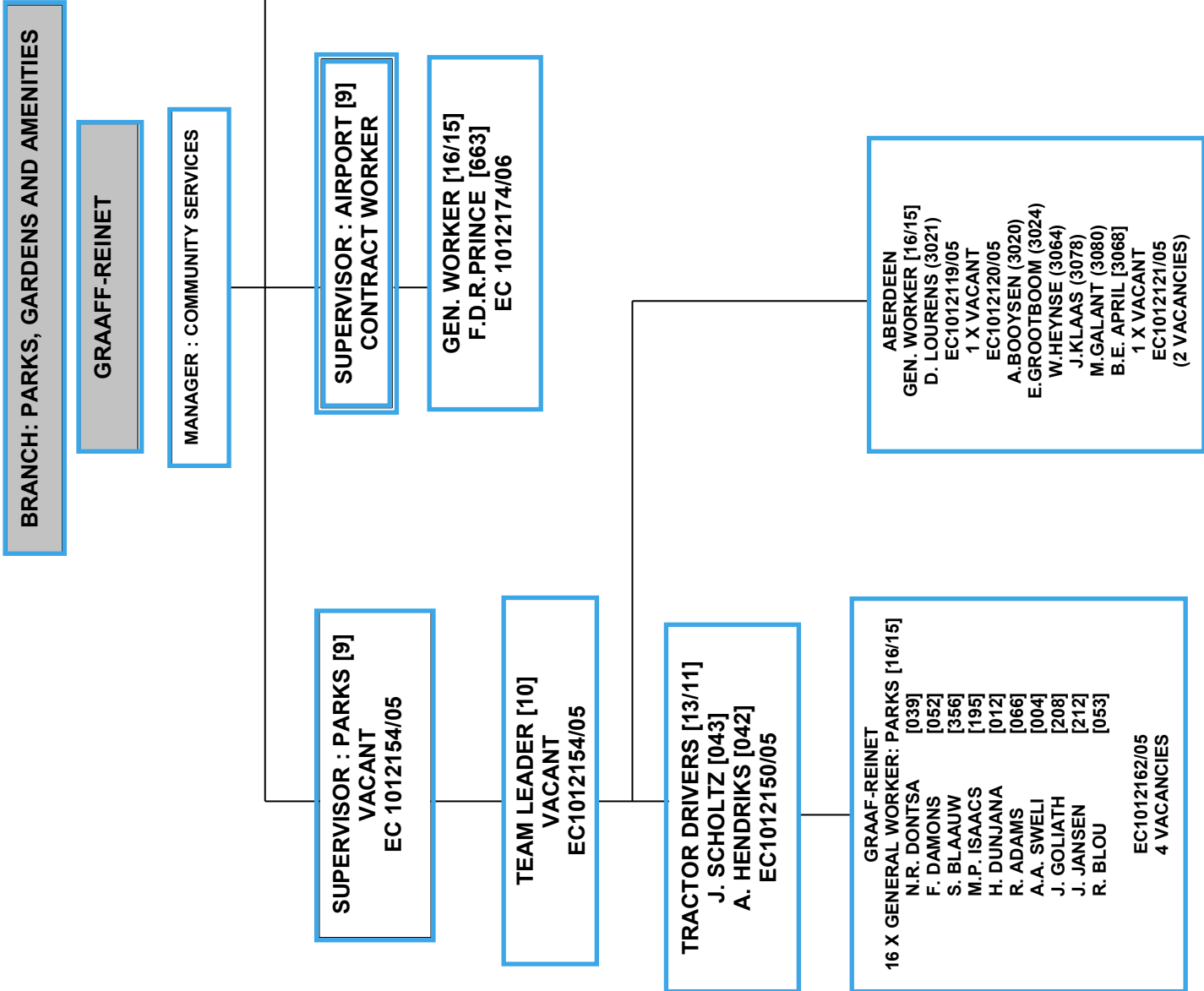
ORGANOGRAM - CORPORATE SERVICES DIRECTORATE : DIVISION PROTECTION SERVICES



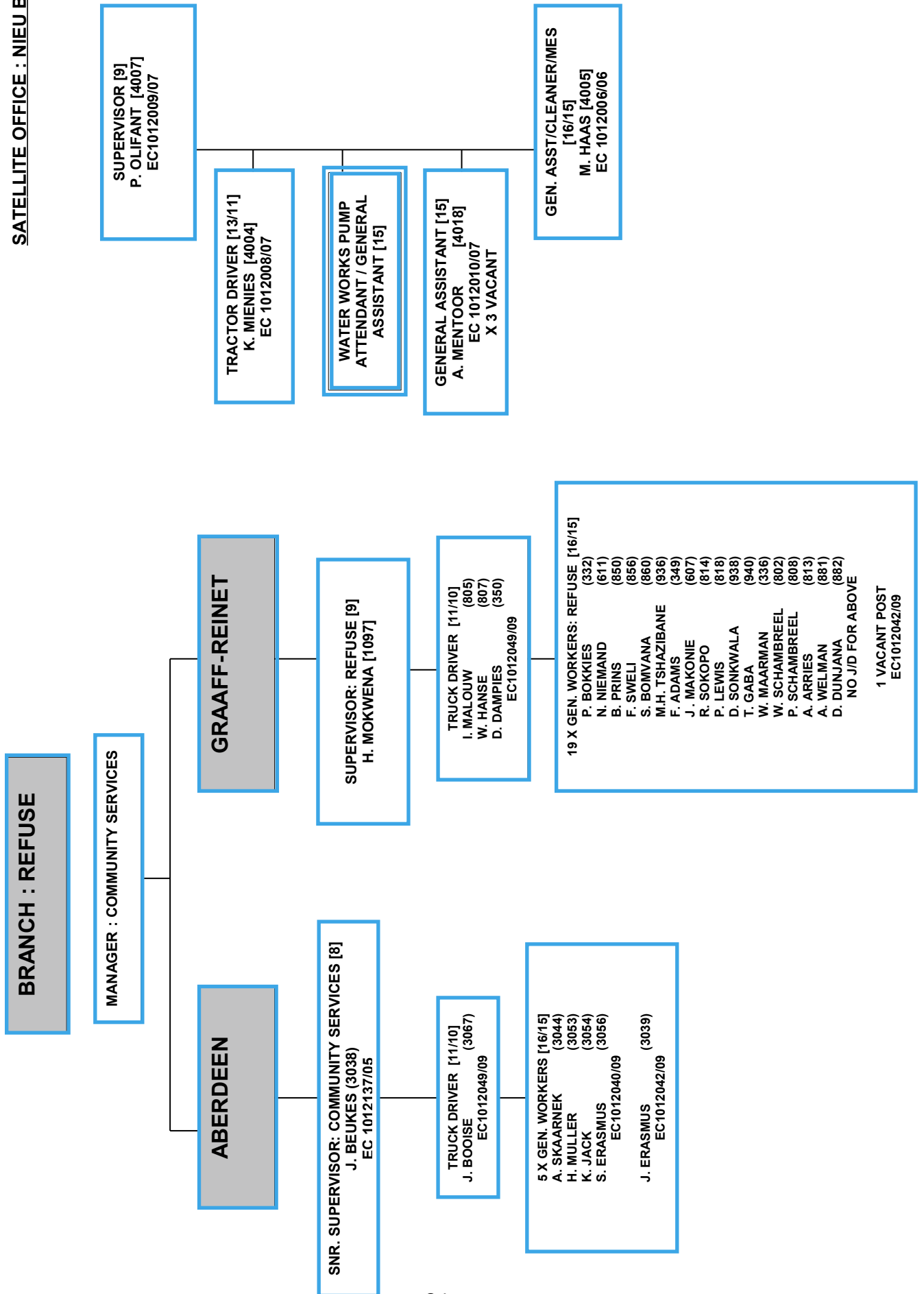
ORGANOGRAM - CORPORATE SERVICES DIRECTORATE : DIVISION COMMUNITY SERVICES



NB : CEMETERIES SECTION TO BE POPULATED WHEN THIS FUNCTION IS UNDERTAKEN

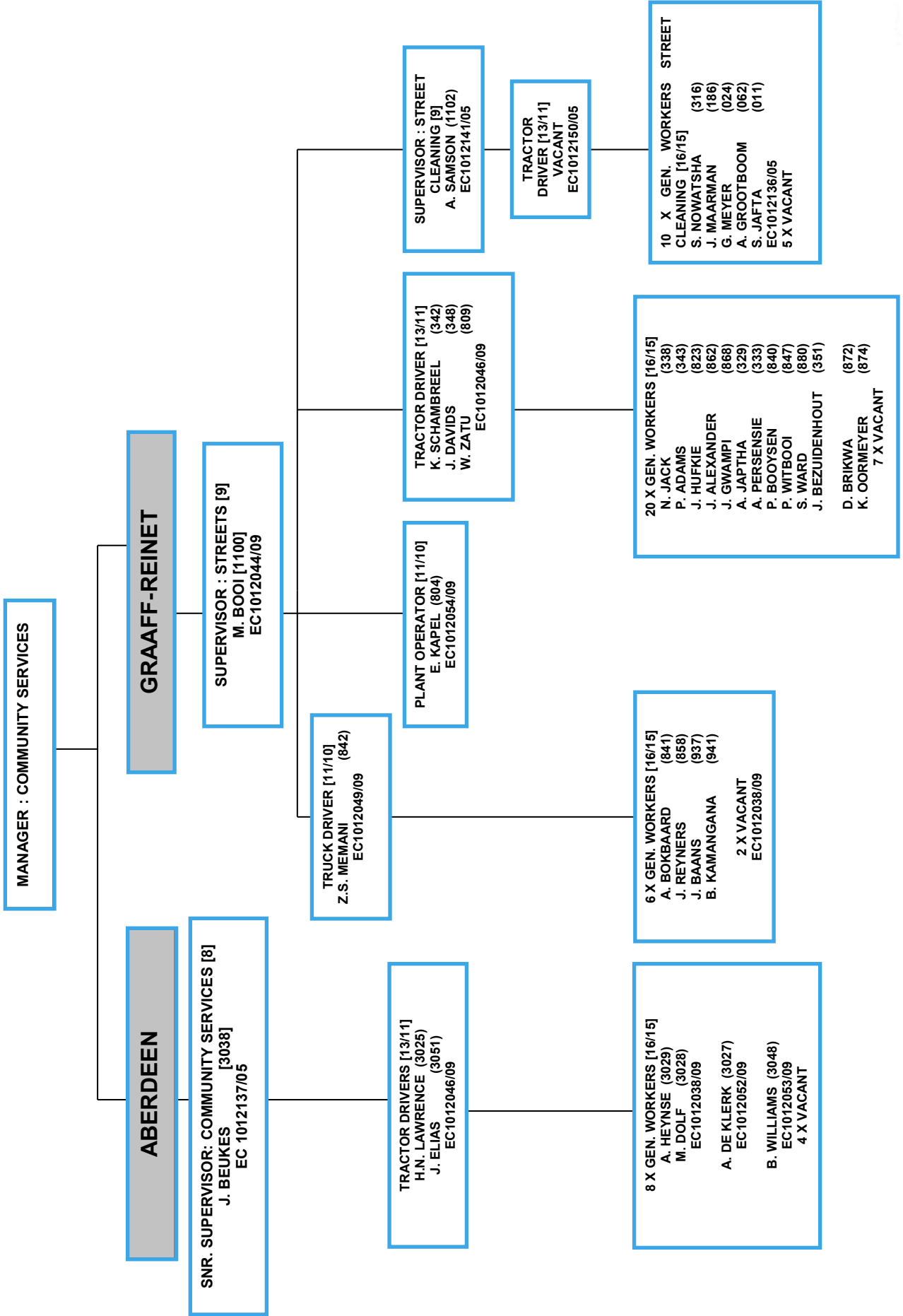


SATELLITE OFFICE : NIEU BETHESDA

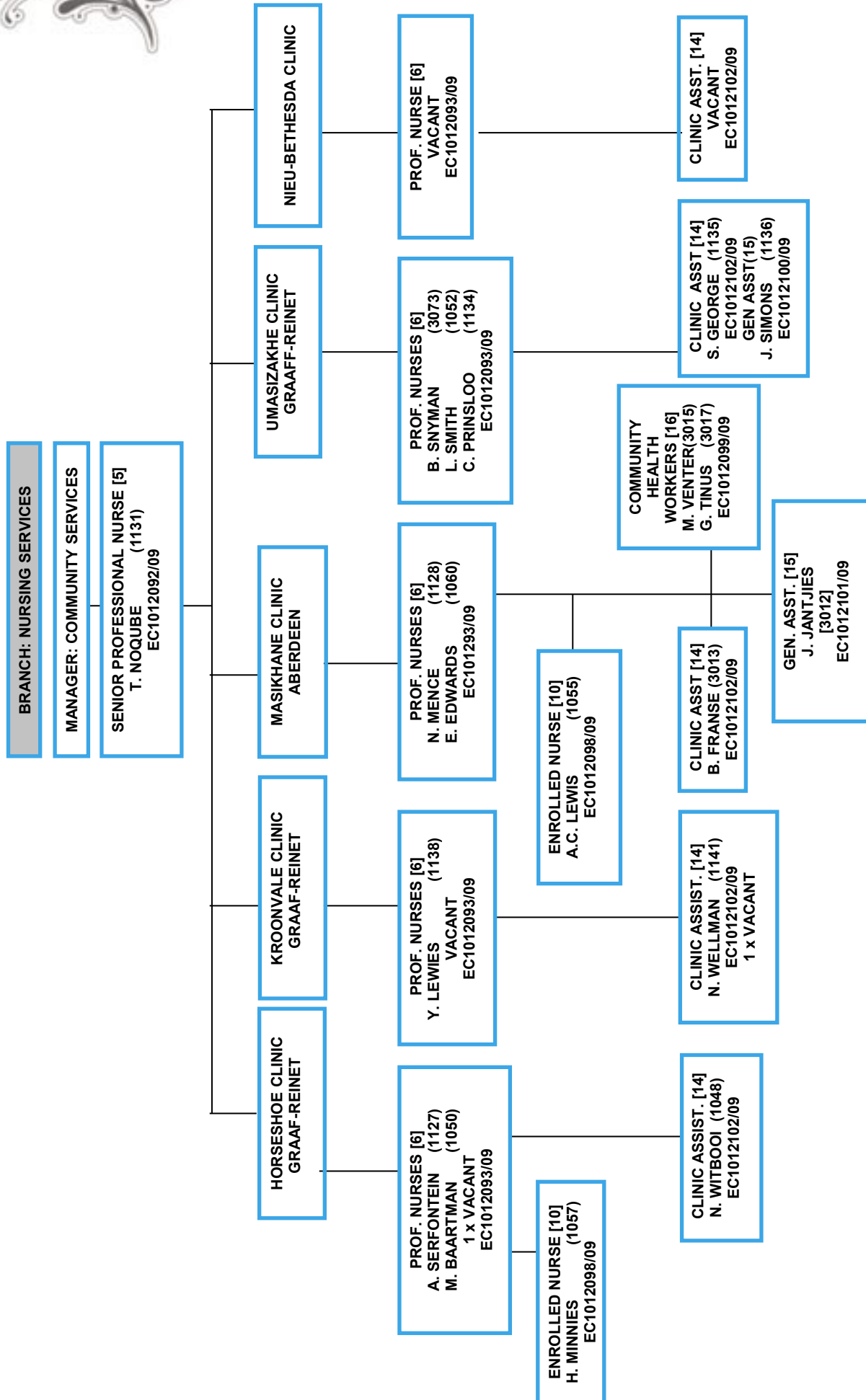




BRANCH: STREETS & PAVEMENTS

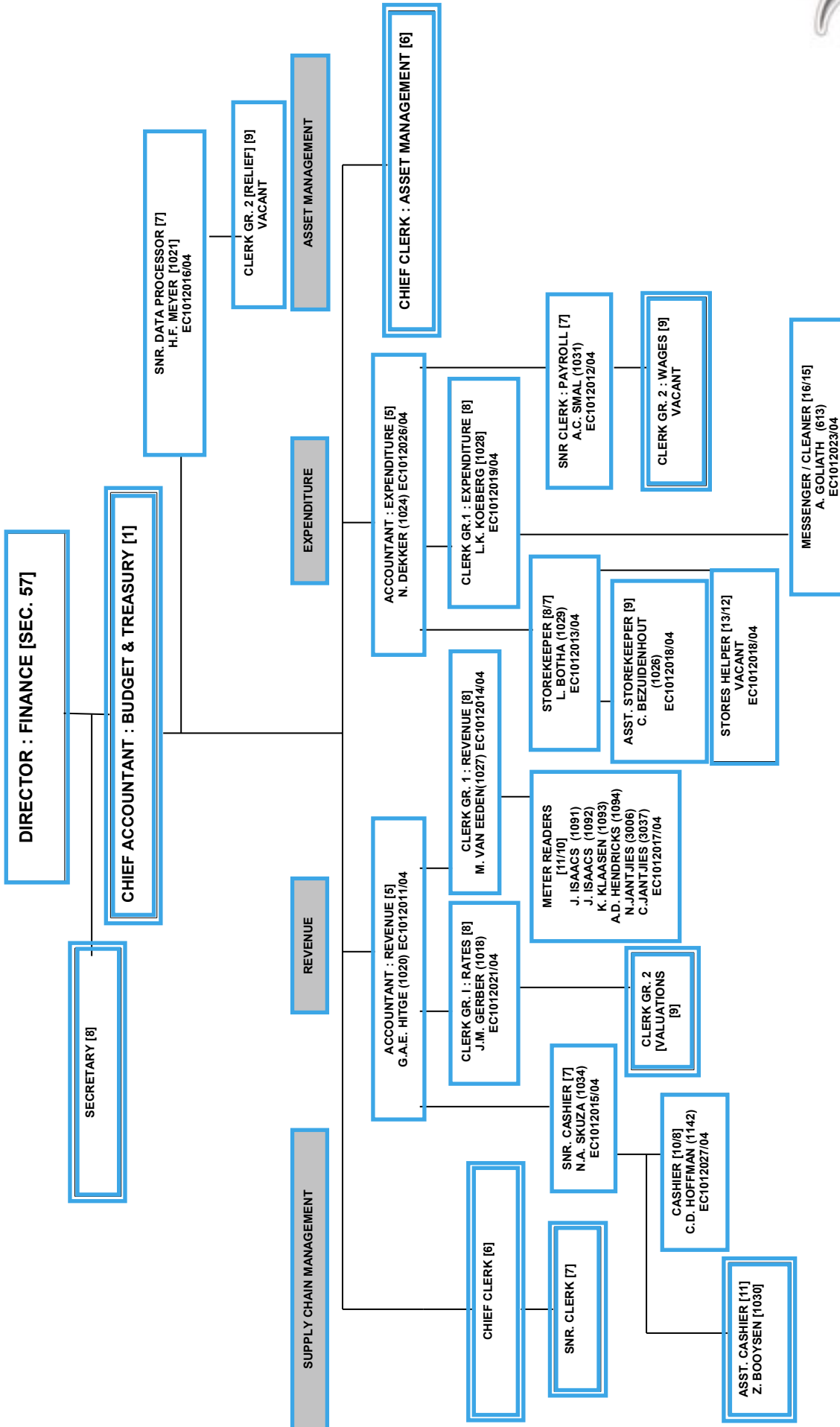


ORGANOGRAM - CORPORATE SERVICES DIRECTORATE : DIVISION COMMUNITY SERVICES

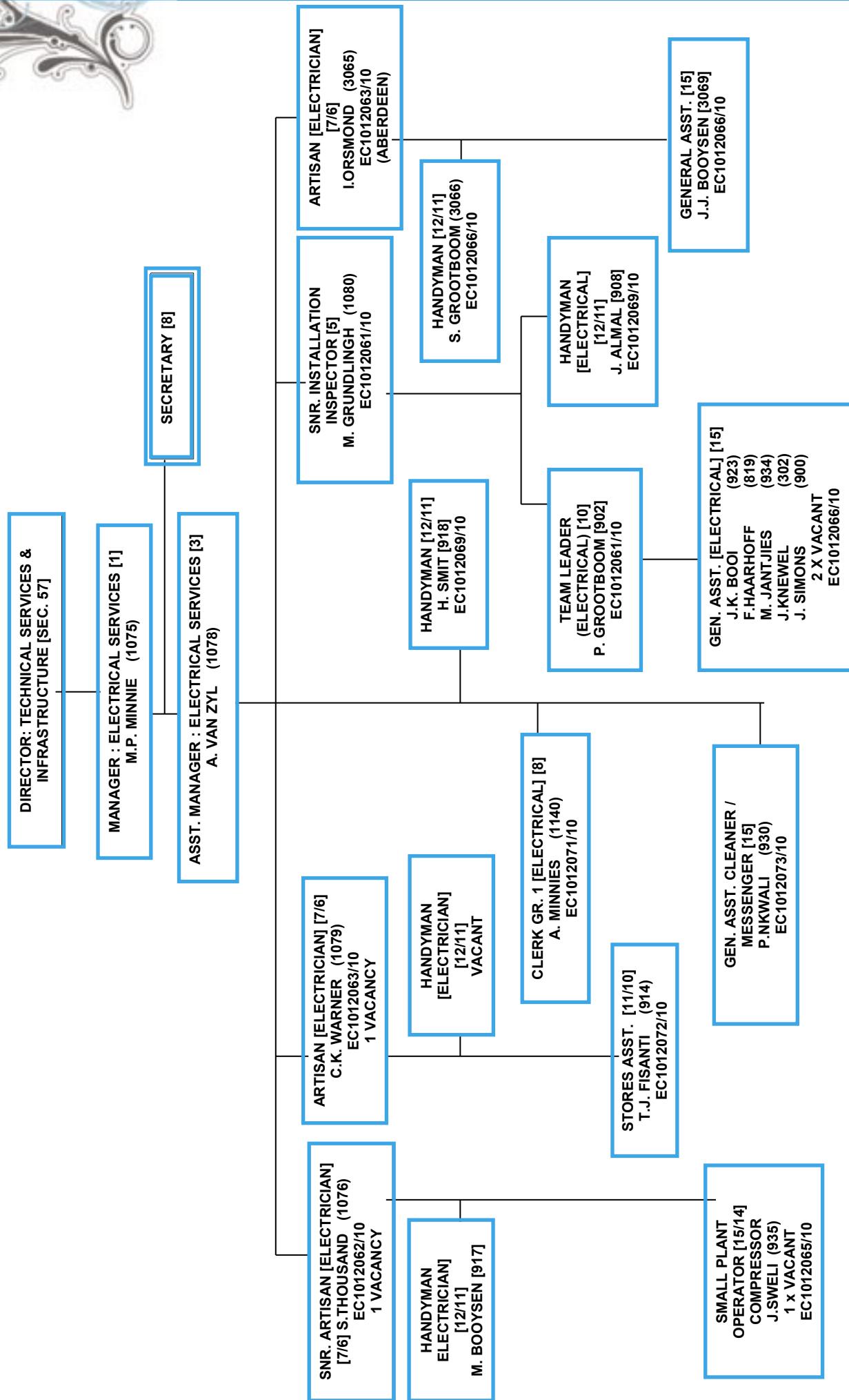




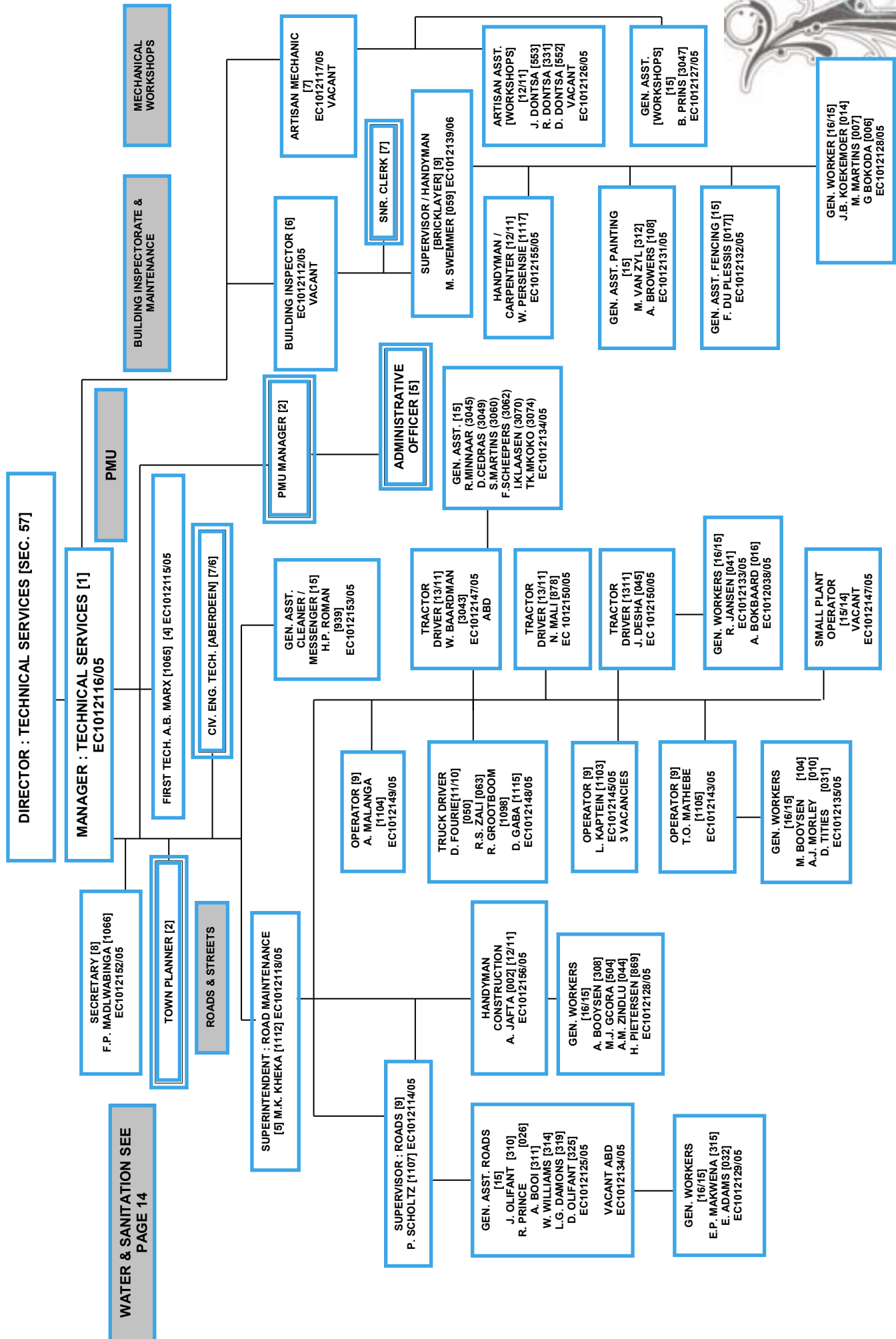
ORGANOGRAM – DIRECTORATE : BUDGET AND TREASURY



ORGANOGRAM – DIRECTORATE TECHNICAL SERVICES – ELECTRICAL SERVICES DIVISION

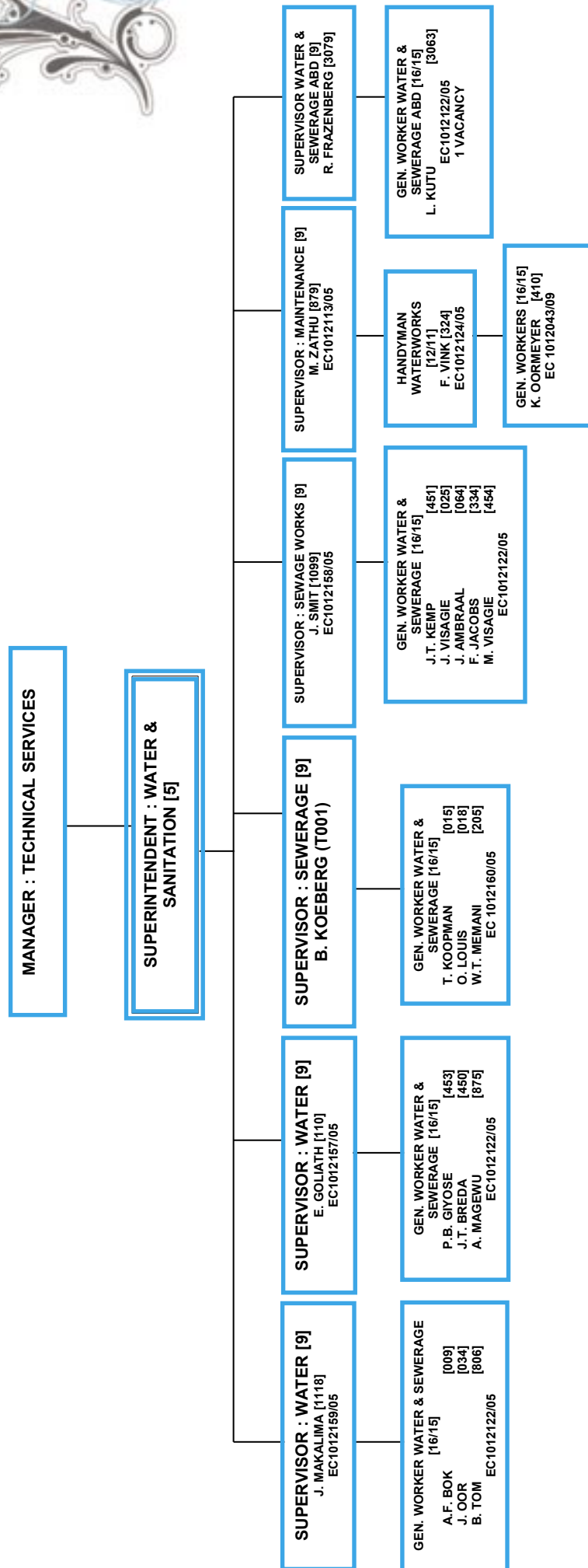


ORGANOGRAM – DIRECTORATE TECHNICAL SERVICES – ENGINEERING SERVICES AND INFRASTRUCTURE DIVISION

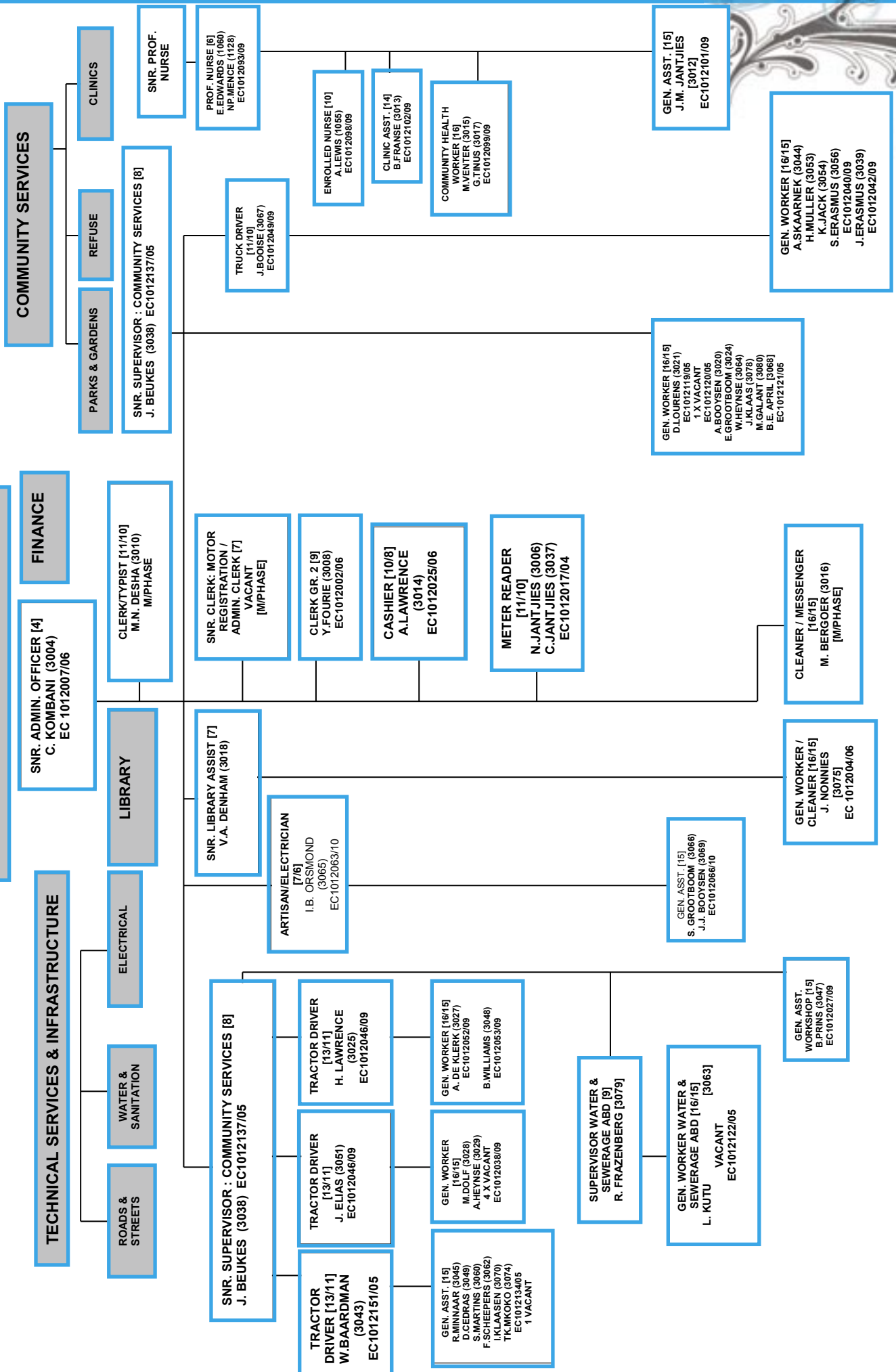


WATER & SANITATION SEE PAGE 14

ORGANOGRAM – DIRECTORATE TECHNICAL SERVICES – ENGINEERING SERVICES AND INFRASTRUCTURE DIVISION



SATELLITE OFFICE : ABERDEEN



PROTECTION SERVICES 2008 ANNUAL REPORT.

This department is responsible for all the Traffic Control, Fire Brigade and Disaster Management services in the municipal area of Camdeboo Municipality. Our main responsibilities are to manage and provide community safety services to the community and to ensure a legislative compliance of all the divisions according to the relevant Acts and by-laws of the municipality.



During the last organizational re-structuring process, the department was placed under the -Department of Corporate Services under the division of Protection Services.

STAFF COMPONENT

The department staff component should consists of the Manager Protection Services, one Superintendent: Law Enforcement who are dealing with driving licence section, two Traffic Officers dealing with law enforcement, a Senior Clerk: Motor Registration dealing with all registration and licensing of motor vehicles issues, a Senior Clerk: Driving Licence dealing with all driving licence applications, one Examiner of Vehicles dealing with roadworthiness of all applications, one Cleaner / Messenger assisting the Examiner of Vehicles and two Road maintenance / Roadmarkings dealing with upgrading and maintaining of all road markings and road signs.

We are at present suffering the results of being under staffed, as all our planned duties are not done. No appointments has been made since his resignation of Examiner of Vehicles, GN Yalolo, in August 2007, however, two Traffic Officers has been contracted for 12 months on a voluntary basis and are assisting with law enforcement duties.

TRAFFIC CONTROL DUTIES

All the traffic officials are qualified as Traffic Officers, registered as Traffic Officers. Three officials are registered as Examiners of Driving Licences and three also registered as Examiners of Vehicles grades A. Our station is based at 5 Somerset Street, Graaff- Reinet. The roadworthy testing station is graded as a grade A testing station and the driving licence testing centre as a grade B testing centre. Our main responsibilities are registration / licensing of motor vehicles, tests for driving / learner licences, renewal of the credit card type cards and testing of vehicles for roadworthiness. Motor registration / licensing are also done at the Administration Unit in Aberdeen.

This department endeavours to keep up with the growth of the three towns as well as present and future traffic tendencies. Our great challenge is the N9 route that passed through Camdeboo Municipality and is centralized between north and south.

This department makes use of eNaTIS as well as a Trafman computer system to ensure that



our traffic department has the relevant information available for any decisionmaking. With the Trafman system we could evaluate our performance on a daily basis. Analysis reports in respect of our accident monitoring module which offers an extensive accident analysis of all accidents per month, accidents per transport mode and accidents per weekday per timeslot can be viewed on the computer system.

Above mentioned system also controls the administration task from issuing a 341 notice. It has a reporting facility to assist management in respect of admission of guilt, court calender and spot fine payments of section 341, 54 and 56 notices. DPS² am contracted by Council to control our parking bays in the central area of the town. They are renting some of the parking bays in Caledon and Church Streets from Council and daily banking transfers are being done in respect of the collection of parking meter fees.

eNaTIS is a national, on-line function and provides the following namely: motor registration, vehicle licensing, accident capturing, driving licences and professional driver registration and roadworthiness of vehicles. It also provides support for the effective administration and enforcement of the National Road Traffic Act (93 of 1,996) as well as certain sections in the Road Traffic Act (29 of 1989), Local Authorities and the Department of Transport.

FIRE BRIGADE SERVICES

Six full time municipal employees and five volunteers in Graaff-Reinet, three staff members and volunteers in Aberdeen and five volunteers in Nieu Bethesda man the Camdeboo Municipal Fire Brigade. These firemen are on standby as prescribed by the Basic Conditions of Employment Act and are prepared to be called out at any time. We rely heavily upon the co-operation of these volunteers in Aberdeen and Nieu Bethesda and on many occasions these people have rendered an excellent service.

A total of 44 fires were attended to during this bookyear of 2008, which were mainly shack fires, formal dwelling fires, motor vehicles / bus fires and veldfires. Two persons have lost their lives at shack fires. During the month of July 2007 we had heavy snowfalls reported at Lootsberg Pass and the N9 route was closed for two days. On 25 December 2007 we had heavy rain together with strong winds that caused damages to electrical cables and a motorcar in Bourke Street.

At present the fire equipment consists of a major fire tanker, two mini pumpers, three portable pumps plus small equipment such as fire hoses, foam generating equipment and breathing apparatus stationed at Graaff-Reinet Aberdeen has a medium pumped with all the necessary equipment and Nieu Bethesda has a trailer unit.

DISASTER MANAGEMENT

We try, together with Cacadu District Municipality and all the relevant stakeholders our best to uphold the morale in respect of disaster management. Council has established a Disaster Management Advisory Forums within our area. However, the relevant stakeholders very poorly attend meeting arranged. Our emergency preparedness plan for the Nqweba

dam has been completed and the testing of the emergency evacuation siren system are done on every Friday at 12:00.

No major incidents were reported during the 2008 bookyear. The following capital projects were completed for this bookyear.

IDP 202	Upgrade Road signs Ph 3	R50 000.00
IDP 511	Upgrade Street Name Signs Ph 2	R50 000.00
IDP 201	Upgrade Driving Licence Centre	R60 000.00
IDS 435	Refurbish Fire En a e BXZ 203 EC	R40 000.00
IDP 205	Fire Brigade equipment and tools	R30 000.00
IDP 279	Upgrade Market Square Taxi Rank	R50 000.00

CONCLUSION

Mr Mayor, the Community Safety Services department is a healthy one and the morale is very high. These few men and women are proud to serve the community of Camdeboo.

Yours in community development.

MR. C.V. RHOODE
MANAGER COMMUNITY SAFETY -SERVICES



Some of the community safety services staff

HEALTH DEPARTMENT: ANNUAL REPORT: 2008

BRIEF REPORT

This department is composed of two sections; namely; Primary Health Care and Environment Health. The primary health care section is responsible for the rendering of health care services to the communities at the five fixed clinics in our area.

The environmental section is mainly responsible for the monitoring of the water sources especially the quality; implementation of health legislation and relevant by-laws; prevention of disease outbreaks and the control of vectors; monitoring and control of pests and rodents; monitoring hygiene control at food preparation premises; as well as the promotion of health education.



DEPARTMENT OF HEALTH

This department strives to render an effective and comprehensive Health Service to all the inhabitants of the Camdeboo Municipal area. The Health Department consists of two sections, namely the Environmental Health Section and the Primary Health Care Section and these sections render health services to the communities of Aberdeen, Nieu-Bethesda and Graaff-Reinet. In the past year various capital projects were completed to provide the people in the respective towns with a better quality of life and various new projects have been identified for future development.

The biggest challenge for this department is to provide the communities with an environment that is not detrimental to their health and well being. For this to materialize there is a huge need for health education which is an ongoing task. Statistical data reflects the work produced by the department for 2007/2008 year. Thanks is given to all the loyal workers in the Health Department and to the support given to it Council in its endeavor to service delivery to the communities.

	MALES	FEMALES	AFRICAN MALES	COLOURED MALES	WHITE MALES	AFRICAN FEMALES	WHITE FEMALES	COLOURED FEMALES
Graaff-Reinet	15	14	15	38	2	3	3	6
Aberdeen	14	6	1	13	-	3	1	2
Nieu-Bethesda	-	-	-	-	-	-	-	-
Total Camdeboo	69	20	16	51	2	6	4	8

MR. J.J. KRIGE
MANAGER: HEALTH SERVICES



Some of the health department staff

PRIMARY HEALTH CARE STATISTICAL DATA

OU3	Cacadu DM
OU4	Camdeboo SD
OUType	(All)
PeriodType	(All)

Sum of Entry Number		dPeriod												GRAND TOTAL				
Sort Order	DataElement-Name	OU5	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	GRAND TOTAL
1	PHC headcount under 5 years	Horseshoe Kroonvaal Masakane Nieu-Bethesda Umasizakhe	273 292 354 58 504	229 264 357 83 505	196 230 254 74 423	241 509 217 115 471	258 322 283 91 354	249 246 221 83 422	216 90 221 75 394	238 287 285 43 304	249 246 243 66 222	230 217 243 89 223	213 319 276 79 305	268 256 257 53 247	311 324 256 54 316	231 225 233 60 268	305 268 232 51 388	3,707 4,095 3,932 1,074 5,346
2	PHC headcount under 5 years and older	Horseshoe Kroonvaal Masakane Nieu-Bethesda Umasizakhe	1,053 1,129 1,451 385 1,615	1,432 1,729 1,615 489 1,582	1,318 1,651 1,599 389 1,826	1,150 1,726 1,748 424 2,034	1,117 1,593 1,724 496 2,003	1,133 1,380 1,637 408 1,622	1,266 1,359 1,734 412 2,142	1,022 1,542 1,463 445 2,191	1,104 1,034 1,653 562 1,477	1,091 1,307 1,730 607 1,776	1,150 1,674 1,681 550 1,695	1,415 1,478 2,013 453 1,687	1,439 1,532 1,719 442 2,139	1,174 1,290 1,769 366 1,764	1,435 1,681 1,876 417 932	18,299 22,105 25,412 6,845 26,485
3	PHC headcount seen between 7pm	Horseshoe Kroonvaal Masakane Nieu-Bethesda Umasizakhe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Nurse clinical work days	Horseshoe Kroonvaal Masakane Nieu-Bethesda Umasizakhe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Professional Nurse clinical work days	Horseshoe Kroonvaal Masakane Nieu-Bethesda Umasizakhe	24 26 34	41 37 42	38 41 42	42 44 37	42 44 40	28 33 32	37 26 37	34 29 27	29 34 34	30 29 25	28 39 32	23 27 26	33 37 39	32 31 33	49 31 40	510 508 478 272 660
6	Enrolled Nurse clinical work days	Masakane	17	-	21	-	-	-	-	-	-	-	-	-	-	-	18	56
7	Nursing Assistant clinical work days	Horseshoe Kroonvaal Masakane Nieu-Bethesda Umasizakhe	16 - - - -	22 - - - -	21 - - - -	14 71 20 27 100	18 - 22 - -	19 - 14 - -	19 - 10 - -	20 - 16 - -	14 - 12 - -	18 - 20 - -	19 - 17 - -	16 - 18 - -	19 - 13 - -	16 - 16 - -	18 - - - -	269 71 178 27 100

Sum of Entry Number		dPeriod																
25	Child under 5 years weighed	Horseshoe	153	169	149	161	161	177	145	147	106	157	148	159	210	158	157	2,357
		Kroonvaal	112	90	230	257	300	240	78	281	172	216	319	250	323	220	264	3,352
		Masakane	139	185	132	131	159	125	106	153	124	141	112	140	158	130	145	2,080
		Nieu-Bethesda	28	40	30	37	32	23	27	43	16	29	22	10	54	24	13	428
		Umasizakhe	108	159	144	143	190	155	207	170	145	72	150	175	202	168	388	2,576
26	Not gaining weight under 5 years	Horseshoe	-	-	-	-	-	2	2	1	3	-	-	11	3	10	4	36
		Kroonvaal	-	-	1	2	1	-	-	-	-	-	-	-	-	1	3	8
		Masakane	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	2
		Nieu-Bethesda	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	3
		Umasizakhe	3	-	-	1	10	2	10	3	2	-	-	-	-	-	-	31
27	Underweight for age under 5 years	Horseshoe	-	2	1	7	4	-	2	10	1	4	2	8	4	6	3	54
		Kroonvaal	-	-	2	1	-	-	3	1	2	2	-	-	-	3	-	14
		Masakane	-	-	1	1	-	3	-	-	1	-	-	-	-	-	1	7
		Nieu-Bethesda	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	3
		Umasizakhe	-	-	-	1	2	-	2	-	-	-	-	1	1	-	-	7
28	Severe malnutrition under 5 years - new case	Horseshoe	-	-	-	2	-	1	-	1	1	-	1	-	1	-	-	7
		Kroonvaal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Masakane	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Nieu-Bethesda	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Umasizakhe	1	-	-	-	-	-	-	-	2	-	-	-	-	-	-	3
31	Diarrhoea without dehydration under 5 - new ambulatory	Horseshoe	1	1	-	-	5	4	8	8	8	8	4	4	10	1	2	64
		Kroonvaal	-	-	2	-	-	2	4	5	-	-	2	1	-	7	1	24
		Masakane	-	1	-	2	3	1	3	3	-	3	2	2	-	13	1	34
		Nieu-Bethesda	1	2	4	3	3	1	4	2	6	4	1	1	4	1	1	38
		Umasizakhe	7	12	8	5	5	8	16	5	1	-	11	1	7	3	2	91
32	Diarrhoea with dehydration under 5 years - new ambulatory	Horseshoe	1	-	-	1	-	-	-	-	1	-	-	-	1	1	-	5
		Masakane	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	1
		Umasizakhe	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
35	Pneumonia under 5 years - new ambulatory	Horseshoe	-	-	-	4	-	-	-	-	-	-	3	-	1	-	4	12
		Kroonvaal	-	-	1	-	1	2	-	1	-	-	1	-	5	-	1	12
		Masakane	-	2	-	2	2	2	3	1	-	-	1	-	2	3	3	21
		Nieu-Bethesda	-	3	-	1	-	1	1	1	-	-	-	2	-	1	-	10
		Umasizakhe	7	6	18	12	12	9	7	9	-	-	11	2	5	-	2	100
44	HIV test done on child under 5 years	Horseshoe	-	-	1	2	2	-	4	-	-	1	-	-	-	1	-	11
		Kroonvaal	-	-	1	2	2	-	-	-	-	-	-	-	-	-	1	6
		Masakane	-	-	-	-	-	-	2	2	-	-	1	1	-	-	-	6
		Nieu-Bethesda	-	2	-	-	-	1	1	-	-	-	-	-	-	-	-	4
		Umasizakhe	-	-	-	-	-	1	-	-	-	2	-	-	-	-	-	7

Sum of Entry Number		dPeriod																
53	OPV 1st dose	Horseshoe	13	11	9	6	7	13	4	9	4	7	3	6	13	9	5	119
		Kroonvaal	12	12	11	10	17	7	9	14	14	12	6	13	15	13	10	175
		Masakane	7	14	3	10	12	2	6	12	11	9	6	4	6	6	16	124
		Nieu-Bethesda	2	5	2	3	-	-	1	-	1	6	1	-	3	2	4	30
		Umasizakhe	7	6	7	3	11	10	10	4	10	9	6	16	8	5	8	120
54	OPV 3rd dose	Horseshoe	7	16	15	6	8	7	6	12	10	8	4	5	6	4	7	121
		Kroonvaal	9	13	11	8	16	6	15	11	10	15	7	9	13	11	15	169
		Masakane	3	9	9	6	9	5	9	4	7	13	7	7	13	9	8	118
		Nieu-Bethesda	3	6	2	4	1	3	1	-	1	2	-	7	-	-	-	30
		Umasizakhe	9	3	1	2	8	11	8	9	3	4	7	7	7	3	2	84
55	HepB 1st dose	Horseshoe	13	11	9	6	7	13	4	9	4	7	3	6	13	9	5	119
		Kroonvaal	12	12	11	10	17	7	9	14	14	12	6	13	15	13	10	175
		Masakane	7	14	3	10	12	2	6	12	11	9	6	4	6	6	16	124
		Nieu-Bethesda	2	5	2	3	-	-	1	-	1	6	1	-	3	2	4	30
		Umasizakhe	7	6	7	3	11	10	10	4	10	9	6	16	8	5	8	120
56	HepB 3rd dose	Horseshoe	7	16	15	6	8	7	6	12	10	8	4	5	6	4	7	121
		Kroonvaal	9	13	11	8	16	6	15	11	10	15	7	9	13	11	15	169
		Masakane	3	9	9	6	9	5	9	4	7	13	7	7	13	9	8	118
		Nieu-Bethesda	3	6	2	4	1	3	1	-	1	2	-	7	-	-	-	30
		Umasizakhe	9	3	1	2	8	11	8	9	3	4	7	7	7	3	2	84
57	Measles 1st dose under 1 year	Horseshoe	2	4	11	8	8	6	7	11	9	9	9	2	13	2	9	110
		Kroonvaal	2	4	11	24	12	16	16	12	11	9	18	5	12	11	8	171
		Masakane	14	13	12	6	11	7	8	8	7	7	7	13	8	5	8	134
		Nieu-Bethesda	2	5	1	2	2	-	5	-	1	4	1	2	2	2	-	29
		Umasizakhe	6	3	3	4	8	5	10	4	5	-	7	7	8	3	1	74
58	Immunised fully under 1 year - new	Horseshoe	2	4	11	8	8	6	7	11	6	9	9	2	13	2	9	107
		Kroonvaal	2	4	11	24	12	16	16	12	11	9	18	5	12	11	8	171
		Masakane	14	13	12	6	11	7	8	8	7	7	7	13	8	5	8	134
		Nieu-Bethesda	2	5	1	2	2	-	5	-	1	4	1	2	2	2	-	29
		Umasizakhe	6	3	3	4	8	5	10	4	5	-	7	7	8	3	1	74
59	Measels 2nd dose	Horseshoe	7	4	4	10	4	5	11	4	3	5	3	9	10	11	6	96
		Kroonvaal	4	3	8	14	15	3	9	4	3	7	11	9	15	7	9	121
		Masakane	13	9	21	7	19	7	6	7	10	9	9	11	8	5	6	147
		Nieu-Bethesda	1	1	3	4	-	3	2	-	-	1	2	-	3	3	-	23
		Umasizakhe	1	-	8	6	14	11	8	6	6	-	3	8	7	3	-	81

ELECTRICITY DEPARTMENT: ANNUAL REPORT: 2008

1. PERFORMANCE HIGHLIGHTS

Development & Service Delivery Priorities	Performance Measures and Key Successes	Challenges and Opportunities
Provide electricity to households and businesses.	New connections: 19 Domestic households 20 Commercial 113 prepaid connections 40 new houses electrified in Aberdeen with DME funding.	Approval of new housing projects by Government. Staff shortages.
Upgrading overhead power lines annually.	R100 000 were spent on upgrading power lines in the areas where we experienced the most power interruptions and voltage supply problems.	Maintenance of infrastructure. Training of staff. Demand side management Municipalities not always kept informed of private developments until at a very late stage. Proper planning & co-operation required.
Provision of area lights as identified by the community in IDP meetings and Councillor ward committee meetings.	Six High mast lights were installed in Kroonvale as phase one at a cost of R1,1 million. A further R100 000.00 was spent to replace faulty lights fittings. R30 000.00 was also spent to perform maintenance on existing 29 x high mast lights.	Lack of funding Vandalism of Municipal infrastructure. Educate community To provide more area lighting as specified in the IDP for Camdeboo area.
Festive Lights.	New festive lights were installed and existing patterns repaired at a cost of R40 000 in Aberdeen and Graaff-Reinet. Aberdeen also had their first switching on festival .	Selection of new patterns every year and identification of places to be installed. Promotes tourism over the festive period.
Roll out of free basic electricity. Municipal and Eskom customers	New indigent customers are registered monthly. 3089 FBE customers registered with Municipality & Eskom	Annual registration of Indigent customers. To many customers do not collect their monthly Free Basic Electricity which is a concern. Lack of staff capacity to handle this.

<p>98 % households electrified.</p>	<p>All households have access to electricity. Only rural areas must be further electrified.</p>	<p>Electrification of new Housing projects when development takes place. Proper planning to be done for future development. Upgrading of bulk infrastructure to provide for future developments. Lack of funding.</p>
<p>Additional Substations.</p>	<p>An additional substation was installed in the industrial area and Caledon Street due to the increase in demand as well as the development of new sites at a cost of R600 000.00</p>	<p>Identify the substations that need urgent attention. Work was done departmentally which also provided on the job training to new staff.</p>
<p>Upgrade Jansenville power line and install new auto recloser at Adendorp that can be remotely controlled from the office.</p>	<p>Poles which have reached the end of their lifespan and damaged and broken poles were replaced at a cost of R100 000 and a new auto recloser was installed at a cost of R150 000 and the work was done departmentally saving the Municipality approximately R100 000.</p>	<p>Identification of poles to be replaced is very time consuming and expensive. Holes were drilled and new poles planted. Maintenance costs as well as overtime on the rural line will be reduced as the upgrading of the line continues.</p>
<p>Upgrade 11 kV network in Kroonvale funded by grant funding from the Department of Minerals and Energy.</p>	<p>A new 11 kV cable was installed between Spandau and Daisy Street substations to connect these substations on a ringfeed and a new 11 kV ring main switch was installed at a cost of R690 000.</p>	<p>Proper planning to be done for future development. Upgrading of bulk infrastructure to provide for future developments. Lack of funding. Local community members were employed on parts of the project.</p>
<p>Electrification of 40 infill erven in Thembalesizwe, Aberdeen funded by grant funding from the Department of Minerals and Energy.</p>	<p>40 new houses were electrified at a cost of R129 000, which were built on the infill erven. The contractor made use of local sub contractors who were previously skilled to install the electricity meters and readyboards in the houses.</p>	<p>To train the local communities on how to tender and complete tender documents and also to skill them on the job.</p>
<p>Refurbish and upgrade powerlines in Aberdeen, funded by grant funding from the Department of Minerals and Energy</p>	<p>New 22 kV line built to improve supply capacity. Poles and old overhead conductors replaced with ABC bundle conductor. Main Substation switchboard replaced. Cost was R681 000</p>	<p>Identification of areas requiring upgrade or refurbishment. Lack of funding. All assets to be valued to determine lifespan and replacement program to be drawn up</p>



2. DEPARTMENTAL OBJECTIVES

- Reinforce capacity at main in take substation in Graaff-Reinet
- Upgrading of infrastructure where identified
- Install additional substations according to the master plan
- Replacement of ageing infrastructure
- Refurbishment of rural power lines
- Provision of electricity to new housing projects subject to availability of funds from the Integrated National Electrification Program
- Installation of area lighting as identified in IDP subject to obtaining funds from Cacadu District Municipality or MIG
- Ensure a safe environment and regular maintenance on infrastructure.
- Apply for funding from Department of Minerals and Energy as well as from EDI Holdings.
- Put maintenance and asset replacement plan in place
- Skills development
- Ensure that staff are productive and customer orientated

3. PRIORITY AREA

- Unsafe and unstable networks
- Over loaded networks
- Identify projects for IDP

Objectives

- A safe and stable network
- Provision of street lighting and area lighting
- Provision of festive lighting
- Provision of quality services to the community

Strategies

- Compliance with NRS 048 and 047
- Compliance with OHS Act
- Obtain funding
- IDP

Performance Indicator

- Number of new connections domestic, prepaid and commercial
- Number of hours electricity supply breakdowns in Town and Rural networks
- Submission of required reports intime to Council, NER and DME
- Submission of application for funds to DME in time
- Number of complaints handled
- Number of quotations provided to customers
- Number of streetlights repaired
- Number of disconnections and reconnections due to non-payment
- Number of meters tested
- Lead time on the installation of festive lights to meet the deadline for the official opening of the Season by the Mayor

4. PRIORITY AREAS

- Provision of adequate supply to consumers

Objective

- Provision of adequate electricity supply and street lighting to low income consumers

Strategies

- Compliance with NRS 048

Performance Indicators

- Provision of electricity supply to commercial industrial, residential and rural customers

5. PRIORITY AREAS

- Restructuring, Asset valuation and ring fencing
- EDI Restructuring and REDS process

Objective

- Municipal Systems Act Section 78 compliance
- REDS compliance

Strategies

- Section 78 evaluation policy
- Appoint Consultants for asset valuation and ring fencing
- Attend workshops on restructuring
- Apply for funding from EDI Holdings for point two above

Performance Indicator

- Compliance with Municipal Systems Act
- Compliance with REDS requirements

6. PRIORITY AREAS

- Network efficiency

Objective

- Optimise network efficiency

Strategies

- Load control
- Power factor correction
- Ensure that systems are properly maintained and in working condition at all times

Performance Indicator

- Savings on bulk electricity

7. PRIORITY AREAS

- Loss of revenue

Objective

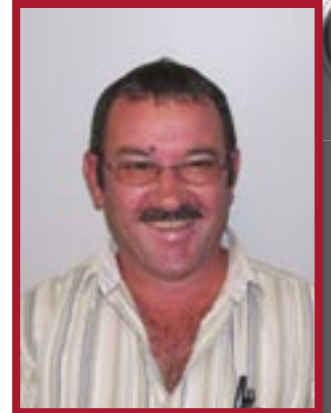
- Optimize network efficiency
- Reduce percentage losses

Strategies

- Reduce tampering and illegal connections
- Do regular meter inspections
- Perform meter audits about every third year if money is available

Performance Indicator

- Reduction in system losses



8. PRIORITY AREAS

- Shortage of transport and plant to perform duties

Objective

- Purchase new equipment and fleet

Strategies

- Replace ageing fleet
- Maintenance of existing fleet

Performance Indicator

- Increase vehicle availability and reduction in fleet age. Fleet age below 8 years
- Lead time on vehicles for service - 1 day
- Lead time on vehicles for Major breakdowns - 5 days

9. PRIORITY AREAS

- Human Resource Challenges

Objective

- Identify challenges and new posts to address IDP objectives
- Have competent staff

Strategies

- Appoint staff in vacant posts
- One electrician was appointed
- Do skills audit and train staff

Performance Indicator

- Increase in productivity of staff
- IDP objectives can be met



MR. M.P. MINNIE
MANAGER ELECTRICAL SERVICES

Electricity Department Staff

INFRASTRUCTURE DEPARTMENT ANNUAL REPORT 2008 - CIVIL ENGINEERING 1. WATER



1.1 Development and Service Delivery Priorities

8406 Households in the Camdeboo Municipality area have access to water. Our Free Basic Water policy was implemented in 2001.

Our main concern in the Camdeboo is to get sustainable water to our three towns, Graaff-Reinet, Aberdeen and Nieu Bethesda via the Orange River Water Regional Scheme Project. Currently Graaff-Reinet's water supply is surface water (Nqweba Dam) and underground water. Nieu Bethesda and Aberdeen's water supply is from underground sources. The capacity of the Nqweba Dam at the beginning of 2008 was 84% in June 2008 and 91% in June 2008,

1.2 Performance Measures and Key Successes

The following upgrading of the Water Treatment Works were completed during 2007-2008 at a cost of ± R5,000,000.00

1. The construction of three new filters
2. The installation of new pumps and mechanical equipment
3. Upgrading of the UMasizakhe Pumpstation

A new 0,75 Ml reservoir for Adendorp, with a Booster Pumpstation were completed at a cost of R1,800,000.00

1.3 Challenges and Opportunities

1. The supply of Orange River water to the Camdeboo.
This will guarantee a permanent domestic water supply to Graaff-Reinet and will lead to economic growth.
2. General extension to bulk infrastructure to support the construction of 988 low cost houses population and economic growth. The following 2 MIG projects were registered to be implemented during the 2009/10 MIG financial year i.e. an
 - a. upgrade of GRT Water Treatment Works Phase 2 (Clarriflocculator) : R3,563,000.00
 - b. upgrade of GRT Water Treatment Works Phase 3 (Raw water supply and telemetry) : R4,043,650.00
3. The implementation of 6 WSBP projects for the Camdeboo which are funded by DWAF and which are the following:
 - 3.1 Review, updating and/or drafting of policies and by-laws for water services,
 - 3.2 Water supply investigation,
 - 3.3 Provision of GIS related hardware and software,
 - 3.4 Preparation of O & M manuals
 - 3.5 Upgrade strategy for water and sanitation,
 - 3.6 Develop and implement a revenue collection system

2. SANITATION: SEWERAGE

2.1 Development and Service Delivery

8406 Households have access to waterborne sanitation. The Graaff-Reinet and Aberdeen Treatment Works need to be upgraded due to economic growth and the building of additional low cost houses. We have submitted the following 2 projects for MIG registration to be implemented during the 2010/11 MIG financial year.

1. Upgrade of the Waste Water Treatment Works at Aberdeen R5,3m
2. Upgrade of the Waste Water Treatment Works at GRT R7,2m

2.2 Performance Measures and Key Successes

The following projects were successfully completed:

1. Construction of a Waste Water Treatment Works with pumpstation at Nieu Bethesda,
2. Refurbishment of a portion of the main sewer at the Kroonvale Cemetery

2.3 Challenges and Opportunities

1. To obtain approval from DPLGTA (MIG) for the upgrading of the Waste Water Treatment Works at Graaff-Reinet and Aberdeen,
2. To upgrade the main sewers at the Tronkdrif Pumpstation to rectify the problem regarding blockages and spilling of waste water into the river.

3. ROADS AND STORMWATER

3.1 Service Delivery Approach

1. The maintenance and upgrading of tarred roads and pavements,
2. The implementation of new projects.

3.2 Development and Service Delivery Priorities

The slurry of existing tarred roads and the repair of potholes were done continuously under the normal operating budget. We have enormous problems regarding the non existence of a proper stormwater drainage system in certain areas of the Camdeboo. An amount of R100,000.00 was provided for Stormwater Master plans on the Capital Budget of 2008/09.

3.3 Performance Measures and Key Successes

1. The Roads and Stormwater project (MIG funds of R2,528,000.00) for UMasizakhe was successfully completed and the Roads and Stormwater project for Kroonvale (MIG funds of R3,210,526.00) is well in progress,
2. R1,0m was spent on the upgrading of roads and stormwater in Lotusville and Thembalesizwe, Aberdeen, 3.R600,000.00 was spent on the upgrading of streets and stormwater in Kroonvale and Adendorp.



Some of the
Technical
Services
Department
staff

MR. A.H. GREYLING
ACTING MANAGER TECHNICAL SERVICES

REPORT OF THE ACCOUNTING OFFICER AS AT 30 JUNE 2008

OPERATING RESULTS

The Camdeboo Municipality represents the towns of Graaff-Reinet, Aberdeen, and Nieu-Bethesda. This set of Financial Statements includes the figures of all three units. Details of the operating results per department, classification and object of expenditure are included in appendices D and E. The overall operating results for the year ended 30 June 2008 are as follows:

INCOME	Actual 2007 R	Actual 2008 R	Variance 2007/2008 %
Opening Surplus	4,803,672	5,715,150	19%
Operating income for the year	62,280,210	70,249,774	13%
	67,083,882	75,964,924	
EXPENDITURE			
Operating expenditure for the year	56,876,011	64,874,580	14%
Appropriations	4,492,721	4,437,278	-1%
Closing surplus	5,715,150	6,653,066	16%
	67,083,882	75,964,924	

Rate and General Services

	Actual 2007 R	Actual 2008 R	Variance 2007/2008 %
Income	34,806,081	40,362,888	16%
Expenditure	31,143,806	37,081,847	19%
Surplus (deficit)	3,662,275	3,281,041	-10%
Surplus (deficit) as % of total income	11%	8%	

Trading Services

The following is a summary of the operating results of the Municipality's Trading services:

Electricity Service

	Actual 2007 R	Actual 2008 R	Variance 2007/2008 %
Income	20,272,402	22,127,048	9%
Expenditure	21,287,850	23,035,578	8%
Surplus (deficit)	-1,015,448	-908,530	-11%
Surplus (deficit) as % of total income	-5%	-4%	

Water service

The "Free basic service" policy of Government is in place and all consumers received the first six kiloliters free of charge.

This policy is funded out of the council's Equitable share Fund.

In Aberdeen and Nieu-Bethesda all consumers are receiving the first ten kiloliters free of charge.

This is done in conjunction with Council policy of the previous Municipalities.

	Actual 2007 R	Actual 2008 R	Variance 2007/2008 %
Income	7,118,389	7,654,878	8%
Expenditure	4,318,236	4,597,069	6%
Surplus (deficit)	2,800,153	3,057,809	9%
Surplus (deficit) as % of total income	39%	40%	

Concrete works

	Actual 2007 R	Actual 2008 R	Variance 2007/2008 %
Income	81,954	103,575	26%
Expenditure	126,119	160,086	27%
Surplus (deficit)	-44,165	-56,511	28%
Surplus (deficit) as % of total income	-54%	-55%	

CAPITAL EXPENDITURE AND FINANCING

The expenditure on capital items during the year amounted to R15,296,133.

The Capital expenditure is 22% less than budgeted for and consists of the following:

	Actual 2008 R	Budget 2008 R	Actual 2007 R
Land and Buildings	1,831,497	5,281,000	365,163
Sport & Recreation facilities			96,051
Traffic & Fire			194,791
Streets and bridges	4,261,150	4,378,000	316,743
Furniture & Fittings	759,057	988,000	195,821
Sewerage	539,104	125,000	1,645,416
Refuse			1,229,296
Vehicles & Machinery	1,301,638	1,350,000	2,288,965
Tools		100,000	37,535
Electricity Services	3,363,359	5,160,000	1,584,093
Water Services	3,292,838	3,495,000	300,057
	15,348,643	20,877,000	8,253,931

Resources used to finance the capital expenditure were as follows:

	Actual 2008 R	Budget 2008 R	Actual 2007 R
Internal loans	8,508,635	11,030,000	7,941,576
Operating Income	55,358	68,000	39,782
Reserve funds		1,000,000	272,573
Other	6,784,650	8,779,000	
	15,348,643	20,877,000	8,253,931

Capital items, which represent mainly upgrading and maintenance were financed against the surplus account and not against loans.

This will result in savings to the loan charges in the coming years.

EXTERNAL LOANS AND INVESTMENTS

- External loans outstanding on 30 June 2008 amounted to R171 139 (R229 315 in 2007) as set out in appendix B.
- Investments and cash on hand at 30 June 2008 amounted to R46,723,602 (R42,019,139 in 2007)
- More information regarding loans cash on hand and investments are disclosed in the notes 4,10 and 11 and appendix B to the financial statements.

FUNDS AND RESERVES

During the year under review the following contributions were made:

Contributions from Operating Account to:

Revolving Fund	563,328
Leave Reserve	6,330
	569,658

Contributions from Reserve funds to Operating Account:

Reserve funds	900,000
---------------	---------

Contribution from Accumulated Surplus to :

Working Capital Debtors	2,156,837
Working Capital Stores	653,523
Leave Fund	304,744
Operating	2,000,000
	5,115,104

More information regarding funds and reserves are disclosed in the notes (1 to 3) and appendix A to the financial statements.

POST BALANCE SHEET EVENTS

No material post balance sheet events took place during the year under review.

INTER AUTHORITY GRANT

- An amount of R14,101,505 was received from Government during the 2007/2008 financial year.
- An amount of R5,599,438 was used to assist the poor for the 2007/2008 financial year. This scheme will continue for the next financial year.

WORKING CAPITAL

Working capital for arrear debtors were provided equal to 90 days and longer.

Particulars of the funds are as follows:

Working Capital - Debtors	
Balance as at 01/07/2007	14,308,935
Contribution form Accumulated Surplus	2,156,837
Balance at 30/06/2008	16,465,772

Provision is made for inventory to the extent of the year-end inventory value.

Working Capital - Inventory	
Balance as at 01/07/2007	1,966,218
Contribution form Accumulated Surplus	653,523
Balance at 30/06/2008	2,619,741

EXPRESSION OF APPRECIATION

I am grateful to the staff of the Finance Department for their loyalty and hard work during the past financial year.

Acknowledgement is given to the Finance staff for a job well done under extremely difficult circumstances.

MR. M.G. LANGBOOI
MUNICIPAL MANAGER
(ACCOUNTING OFFICER)



Treasury department staff

REPORT OF THE AUDITOR-GENERAL TO THE EASTERN CAPE PROVINCIAL LEGISLATURE AND THE COUNCIL OF THE CAMDEBOO MUNICIPALITY ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF CAMDEBOO MUNICIPALITY FOR THE YEAR ENDED 30 JUNE 2008

REPORT ON THE FINANCIAL STATEMENTS Introduction

1. I have audited the accompanying financial statements of the Camdeboo Municipality which comprise the balance sheet as at 30 June 2008, income statement and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages ... to

Responsibility of the accounting officer for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the entity-specific basis of accounting, as set out in accounting policy note I and in the manner required by the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) and the Division of Revenue Act, 2007 (Act No. 1 of 2007) (DoRA). This responsibility includes:
 - designing, implementing and maintaining Internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
 - selecting and applying appropriate accounting policies
 - making accounting estimates that are reasonable in the circumstances.

Responsibility of the Auditor-General

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996 read with section 4 of the Public Audit Act, 2004 (Act No. 25 of 2004) (PAA), my responsibility is to express an opinion on these financial statements based on my audit.
4. I conducted my audit in accordance with the International Standards on Auditing and General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.
5. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
6. An audit also includes evaluating the:
 - appropriateness of accounting policies used
 - reasonableness of accounting estimates made by management
 - overall presentation of the financial statements.
7. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Basis of accounting

8. The municipality's policy is to prepare financial statements on the entity-specific basis of accounting, as set out in accounting policy note 1.

Opinion

9. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Camdeboo Municipality as at 30 June 2008 and its financial performance and cash flows for the year then ended, in accordance with the basis of accounting as set out in paragraph 1 of the accounting policies and in the manner required by the MFMA and DoRA.

Emphasis of matters

Without qualifying my audit opinion, I draw attention to the following matters:

Highlighting critically important matters presented or disclosed in the financial statements
Unauthorized, irregular or fruitless expenditure

10. As disclosed in note 25 to the financial statements irregular expenditure awaiting condonement to the amount of R1 887 838 was incurred during 2007-8. This amount relates to performance bonuses amounting to R1.38-574 that was paid in the absence of a performance management system and transactions amounting to R1 749 264, where the council's supply chain management policy was not followed, were concluded. The aforementioned expenditure are deemed to be irregular in terms of section 1 of the MFMA, paragraph (d) of the definition of irregular expenditure.

Restatement of corresponding figures

11. The financial statements of the municipality as at 30 June 2007 were audited and a qualified opinion expressed due to disagreements with management as to the understatement of accounts receivable and accumulated surplus, incorrect recognition and understatement of interest on investments and statutory funds, trust funds and reserves as well as the failure to disclose unauthorized expenditure as required by section 125(2)(d) of the MFMA in the financial statements. The previously issued financial statements were not revised and corresponding figures have not been restated. It should however be noted that adjustments were processed during the 2007-8 financial year.

OTHER MATTERS

Without qualifying my audit opinion, I draw attention to the following matters that relate to my responsibilities in the audit of the financial statements:

Non-compliance with applicable legislation

12. Par 11 of the Code of Conduct for Municipal Councilors (established in terms of Section 54 and detailed as Schedule 1 to the Municipal Systems Act 32 of 2000 (MSA)) prohibits councilors from being involved in the administration. During the 2007-8 financial year, councilors made the final decision regarding the appointment of staff based on the recommendations made by Finance and Human Resources Committee. (This matter has been reported previously)

13. No evidence could be obtained that all the councilors with business interests disclosed such interest as required by paragraphs 5 and 7 of Schedule 1 of the MSA. (This matter has been reported previously)
14. A number of suppliers were not paid within 30 days of receiving of the relevant invoice or statement as required by section 65(2)(e) of the MFMA. In the two most severe cases the relevant supplier were only paid after 238 and 303 days respectively.
15. Certain payments in excess of R3 000 made by the municipality were not supported by proper tax invoices reflecting the VAT registration number of the supplier and that of the municipality as required by section 20(4) of the Value Added Tax Act, 1991 (Act No. 89 of 1991) as amended.
16. Certain instances were noted where the maximum number of overtime hours as prescribed in section 10(1)(b) of the Basic Conditions of Employment Act (Act No 75 of 1997) were exceeded. (This matter has been reported previously)
17. Contravention of GRN.868 of 30 May 2005: Municipal Supply Chain Management Regulations (MSCMR)
 - i. Purchases were made from suppliers that were not listed on the list of accredited prospective service providers. (Refer to paragraph 13 and 14 of the MSCMR).
 - ii. Not -all purchases-were- made through a competitive -bidding process. (Refer paragraph 19 of the MSCMR).
 - iii. Certain awards in excess of R15 000 were made to persons whose tax matters have not been declared by the South African Revenue Services to be in order. (Refer paragraph 43 of the MSCMR).
 - iv. No records or reasons for any deviations from the MSCMR were documented. (Refer paragraph 36(2) of the MSCMR).

Matters of governance

18. The MFMA gives the accounting officer a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of certain key governance responsibilities, which I have assessed as follows:

Matter of governance	Yes	No
Audit committee		
• The municipality had an audit committee in operation throughout the financial year.	x	
• The audit committee operates in accordance with approved, written terms of reference.	x	
• The audit committee substantially fulfilled its responsibilities for the year, as set out in Section 166 2 of the MFMA.	x	

Internal Audit		
• The municipality had an internal audit function in operation throughout the financial year.	x	
• The internal audit function operates in terms of an approved internal audit plan.	x	
• The internal audit function substantially fulfilled its responsibilities for the year, as set out in Section 165(2) of the MFMA.	x	
Other matters of governance		
• The annual financial statements were submitted for audit as per the legislated deadlines in section 126 of the MFMA.		x
• The 2006-7 annual report was submitted to the auditor for consideration prior to the date of the auditor's report.	x	
• The financial statements submitted for audit were not subject to any material amendments resulting from the audit		x
• No significant difficulties were experienced during the audit concerning delays or the unavailability of expected information and/or the unavailability of senior management.		x
• The prior year's external audit recommendations have been substantially implemented.		x
Implementation of Standards of Generally Recognised Accounting Practice (GRAP)		
• The municipality submitted an implementation plan, detailing progress towards full compliance with GRAP, to the National Treasury and the relevant provincial treasury before 30 October 2007.		x
• The municipality substantially complied with the implementation plan it submitted to the National Treasury and the relevant provincial treasury before 30 October 2007, detailing its progress towards full-compliance with GRAP.		x
• The municipality submitted an implementation plan, detailing V/ further progress towards full compliance with GRAP, to the National Treasury and the relevant provincial treasury before 31 March 2008.		x

Unaudited supplementary schedules

19. The supplementary information set out on pages ... to ... does not form part of the financial statements and is presented as additional information. I have not audited these schedules and accordingly I do not express an opinion on them.

OTHER REPORTING RESPONSIBILITIES

REPORT ON PERFORMANCE INFORMATION

20. I was engaged to review the performance information.

Responsibility of the accounting officer for the performance information

21. In terms of section 121(3)(c) of the MFMA, the annual report of a municipality must include the annual performance report of the municipality prepared by the municipality in terms of section 46 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA).

Responsibility of the Auditor-General

22. I conducted my engagement in accordance with section 13 of the PAA read with General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008 and section 45 of the MSA.
23. In terms of the foregoing my engagement included performing procedures of an audit nature to obtain sufficient appropriate evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.
24. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the audit findings reported below.

Audit findings (performance information)

Non-compliance with regulatory requirements

25. The municipality has not reported performance against predetermined objectives, as required by section 121(3)(c) of the MFMA.

Measurable objectives not consistent

26. The development of priorities and objectives per the Integrated Development Plan (IDP) are not clearly linked to the budget and are not clearly measurable.

APPRECIATION

27. The assistance rendered by the staff of the Camdeboo Municipality during the audit is sincerely appreciated.

Auditor-General

Port Elizabeth
31 January 2009



REPORT OF THE AUDIT COMMITTEE OF THE CAMDEBOO MUNICIPALITY FOR THE FINANCIAL YEAR ENDED 30 JUNE 2008

AUDIT COMMITTEE MEMBERS AND ATTENDANCE

The Audit Committee has adopted appropriate formal terms of reference and consists of three independent external members as listed hereunder all of whom are chartered accountants.

The Audit Committee strives to meet at least four times a year in accordance with its terms of reference.

During the financial year ended 30 June 2008 the following meetings were held:

Date of meeting	Name of member	Number of meetings attended
9 July 2007	D. Rosenberg (Chair)	3
2 October 2007	R. Blignaut	3
14 March 2008	R. Botha	4
9 May 2008		

AUDIT COMMITTEE RESPONSIBILITIES

The Audit Committee reports that it compiled, to the extent possible, with its terms of reference.

OVERALL

The Audit Committee is pleased to report that the Camdeboo Municipality was once again given an unqualified audit opinion for the 2008 financial year notwithstanding the fact that the municipality was without a Chief Financial Officer in the run-up to the year end and for a few months thereafter. This fine achievement is a tribute to the ingenuity and dedication of the Municipal Manager and his financial and administrative staff.

We are cautiously optimistic that given the appropriate level of manpower the municipality will continue to receive unqualified audit reports going forward but we are concerned that the new onerous reporting and budgeting requirements might overwhelm the staff of the municipality unless it is able to recruit and retain personnel with the appropriate skills.

REVIEW OF THE ANNUAL FINANCIAL STATEMENTS

The Audit Committee is very pleased that the municipality was once again given an unqualified audit opinion by the Auditor-General after receiving a benign qualification last year due to some unfortunate disagreements on a few accounting issues which could have been obviated had common sense prevailed.

Notwithstanding the afore-going we wish to draw the municipalities kind attention to the following matters.

1. Performance bonuses amounting to R 138 574 were paid in the absence of an appropriate performance management system being in place-we urge the municipality to desist forthwith with this practice and recommend that an appropriate performance system be put in place as expeditiously as possible.

We are also concerned about disbursements amounting to R1 749 264 which were made in conflict with the municipalities supply chain management system. Such matter have a tendency to have severe consequences and should be avoided at all costs.

2. There were numerous instances which were reported by the Auditor-General where the municipality failed to comply with applicable legislation. We urge the municipality to rectify these shortcomings as soon possible.
3. We recommend that the municipality updates its record of registered voters living in the municipality by obtaining the necessary data from the electoral authorities which should be readily available given the upcoming election.
4. Based on the data on page 26 of the municipalities financial statements it appears that the municipality is selling electricity at a loss (cost per unit so R42,64 versus revenue per unit sold of R 40,97 - electricity was also sold at a loss in the prior-year. We recommend that the municipality revisits this strategy.

We believe that the municipality should continue to assess its risk profile on an ongoing basis and take the requisite steps to mitigate the risks that are identified and to continually strive to improve productivity by reducing further the amount of electricity and water lost in distribution both of which are not only strategic commodities, but scarce as well.

To our knowledge no major fraudulent activity has been reported at the municipality during the year under review.

APPRECIATION

We would like to take this opportunity to thank both the Auditor-General and the Internal Auditors for their excellent co-operation and for their outstanding work during the financial year and subsequent to the financial year.

Yours faithfully

Professor David Rosenberg (Chairperson)
Grahamstown
25 February 2009

